

# BOARD OF SUPERVISORS

## Brown County



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### ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Patty Hoeft, Tony Theisen, Andy Williams

### ADMINISTRATION COMMITTEE

Thursday, June 25, 2009

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of May 28, 2009.
1. Review of Minutes
  - a. Facility Master Plan (May 21, 2009).
  - b. Housing Authority (May 18, 2009).

### Communications

2. Communication from Supervisor Andrews re: To have staff investigate and report to us the state of wireless capabilities, if any, in the Council Chambers and the feasibility of Supervisors bringing in their own laptops and connecting to the internet wirelessly. (Referred from June County Board)
3. Communication from Supervisor Lund re: That there shall be no interdepartmental charge backs placed in the 2010 budget (Referred from June County Board).
4. Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available (Referred from June County Board).
5. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget (Referred from June County Board).
6. Communication from Supervisor Andy Nicholson re: To create County policy to return unused housing vouchers. (Referred back from April Administration Committee meeting; Motion was to send a letter to Rob Strong of the City of Green Bay Housing Authority, from the committee, requesting he be present at the next Admin Committee meeting to provide and present written information from Federal Authorities on if they can or cannot return unused vouchers to HUD and if they can or cannot return unused money and to supply the committee with the names and contact info for the people on the Federal Housing Authority.)

### **County Clerk**

7. Budget Status Financial Report for April 30, 2009 and May 31, 2009.
8. Follow-up on Campaign Finance Implementation Process.

### **Treasurer**

9. Budget Status Financial Report for April 2009 and May 2009.
10. Treasurer's Financial Report for Month of April.
11. Resolution re: Opposition to 2009 State Assembly Bill 149 Regarding Interest Rates on Delinquent Property Taxes.

### **Human Resources**

12. Budget Status Financial Report for May 31, 2009.
13. Vacant Positions on hold pending review.
14. Activity Report for May 2009.

### **Dept. of Administration**

15. Asset Maintenance Fund Expenditures.
16. Bid Awards Review Process.
17. 2009 Budget Transfer Log.
18. Grant Application Approval Log.
19. Administration Budget Status Financial Report for May 31, 2009.
20. Information Services Budget Status Financial Report for May 31, 2009.
21. **Facility & Park Management** - Budget Status Financial Report for May 31, 2009. No other agenda items.
22. **Corporation Counsel** – Budget Status Financial Reports for May, 2009. No agenda items.

### **Child Support Agency** –No agenda items.

### **Other**

23. Audit of bills.
24. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda

Word97/agendas/admin/June25\_2009.doc

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, May 28, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams  
**Also Present:** Darlene Marcelle, Sandy Juno, Bill Dowell, Debbie Klarkowski,  
Lynn VandenLangenberg, Bob Heimann, Kurt Hogarty, Tom Hinz  
Supervisors Andrews, Clancy, Nicholson, Scray, Warpinski

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

**II. Approve/Modify Agenda:**

Supervisor Nicholson questioned why his previous communication regarding Housing Vouchers was not on the agenda as was requested at the April meeting. Chairman Lund explained that information has not yet been received from Rob Strong of the Green Bay Housing Authority, indicating the item will be on the June agenda.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to send a letter to Rob Strong of the Green Bay Housing Authority with a request to attend the June meeting with information as requested.**

**MOTION APPROVED UNANIMOUSLY**

Items 21 & 22 (Treasurer) were taken out of order.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve the agenda as amended. MOTION APPROVED UNANIMOUSLY**

*(Supervisor Hoeft arrived 5:33 p.m.)*

**III. Approve/Modify Minutes of April 23, 2009:**

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**Communications:**

- 1. Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available:**

Supervisor Warpinski explained his request that campaign finance reports filed with the County Clerk's office be accessible to interested parties. The consensus of the committee was to agree, however, Chairman Lund suggested that all County candidates who run for office be included, not just County Board supervisors.

Darlene Marcelle and Sandy Juno of the Clerk's office asked that if passed, the request be implemented as of January 1<sup>st</sup>, 2010. The report is available every six months. They will work with IS to develop a process, stating most likely there will be a link from the County web site through the Clerks Office – Campaign Finance Reports.

**Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to accept Supervisor Warpinski's suggestion that campaign finance reporting filed with the Brown County Clerk be made available and refer to the County Clerk and Information Services to report back with an implementation process. MOTION APPROVED UNANIMOUSLY**

- 2, **Communication from Supervisor Erickson re: Bid formats should include more personal information regarding taxes and loans and if any of these payments are in arrears or defaults. Bidder should be checked out by our Board Attorney before moving the award forward to any boards of committees:**

Chairman Lund reported that he spoke with Supervisor Erickson who informed him that this item will go before the Executive Committee. Supervisor Krueger, however, suggested that it instead go to the Purchasing Department to develop a process and report back to committee.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to the Purchasing Department and report back. MOTION APPROVED UNANIMOUSLY**

3. **Communication from Supervisor Williams re: To review the policies and procedures of the Clerk of Courts office relating to employees in the office:**

Supervisor Williams stated that he has been approached by union represented employees in the Clerk of Courts office relative to several issues including comp time vs. overtime pay; changing voice mail messages if out on sick days; use of benefits, etc.

Debbie Klarkowski of Human Resources stated that she plans to meet with Lisa Wilson of that office to discuss union policies and will report back at the June meeting.

Chairman Lund addressed the issue of a phone menu and not being able to talk directly with a staff member. The consensus was that all menus should have the option to dial zero for an operator.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to refer to Human Resources and report back in 30 days. MOTION APPROVED UNANIMOUSLY**

4. **Communication from Supervisor Scray re: During the budget process Administration (1) explore the option of not doing chargebacks; (2) evaluate departments that give money back to the General Fund on a regular basis and possibly adjusting their levy amount to reflect a 5-year average of what they have given back previously:**

Supervisor Mary Scray asked that the option of not doing chargebacks be addressed during the budget process. Lynn VandenLangenberg of Administration explained it is important to have control over departments so that services are provided, indicating that in the long term full reporting for recovery does save money. A request was made by the committee that the Administration Department conduct an evaluation of the chargeback process and report back.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to Administration to evaluate the option of not doing chargebacks and report back. MOTION APPROVED UNANIMOUSLY**

Part two of Supervisor Scray's communication, to evaluate departments that give money back to the General Fund was addressed, with Scray questioning if a department is giving money back every year, could they operate on less to begin with.

It was the consensus of the committee and the opinion of Supervisor Theisen that the idea is worth exploring and suggested it be referred to Administration for further study.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to refer to Administration to evaluate departments that give money back to the General Fund. MOTION APPROVED UNANIMOUSLY**

**County Clerk:**

5. **Resolution re: Opposition to U.S. Senate Bill 149 the "Weekend Voting Act:** Darlene Marcelle explained that U.S. Senate Bill 149, the "Weekend Voting Act" which has been sponsored by Senator Herb Kohl would establish the first Saturday and Sunday after the first Friday in November, in even numbered years, as election days. She pointed out that as this is an unfunded mandate it would result in increased expenses to Brown County. In addition, Marcelle pointed out that ballot security could become compromised because of extended voting hours over two consecutive days. It is her opinion that the present system adequately meets the objectives of existing federal and state election requirements.

Supervisor Krueger stated that he contacted Senator Kohl's office and was told that this idea was the culmination of three years of requests to address the issue. The motive was to get discussion at the committee level.

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve opposition to U.S. Senate Bill 149, "Weekend Voting Act". MOTION APPROVED UNANIMOUSLY**

**Facility & Park Management:**

**6. Budget Status Financial Report for March 31, 2009:**

Director, Bill Dowell, reported that expenses and revenues are on track to meet budget goals.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**7. Update on Courthouse Roof Plan:**

Dowell reported that immediate repairs have been completed on the 22 year old Courthouse roof. It is recommended that an assessment be completed for interior work and Dowell is working with an architect to prepare a budget.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**8. Director's Report:**

Dowell reported there was an employee who worked beyond the 12 hour limit at the Mental Health Center in order to provide adequate coverage.

Darlene Marcelle asked for an update on the Veteran's Services Office and Dowell reported that after a review is completed, he will return with a formal recommendation.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

**9. Budget Status Financial Report for April 30, 2009:**

Debbie Klarkowski reported that all cost categories are within budget.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**10. Activity Report for April 2009:**

Ms. Klarkowski indicated she had no additional comments to the activity report as included in packet material.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**11. Vacant Positions on Hold Pending Review:**

Ms. Klarkowski updated the committee on the following positions;

- Highway Department, Assistant Superintendent – A plan will be presented to the Planning, Development, & Transportation Committee at their next meeting.
- Highway, Facility Mechanic – Discussion regarding combining services continues with the Highway & Facility Departments
- Human Services – Discussion with Debbie Seidl continues regarding the Clerk I, Administrative Secretary, Records Management, and Clerk positions to determine if any of the duties can be shared.

- Treasurer's Office – Account Clerk II – See discussion below in #21.
- Administration – Action on Grant Program Coordinator position is on hold.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*(Committee moved to items # 21 & #22 on the agenda)*

**Department of Administration:**

**12. Prepaying for diesel fuel and gasoline to save money:**

Kurt Hogarty, Purchasing Manager, responded to a request by Supervisor Theisen whether there was an option for the County to prepay for diesel fuel and gasoline to save money. Hogarty explained that the County purchases bulk fuel through the Highway Department. Highway personnel are in frequent communication with local fuel suppliers to monitor market trends and forecasts. Although they have looked into purchasing futures in the past, it was determined it was in their best interest to continue to monitor prices and buy when they are low. Based on this research, it is Hogarty's recommendation that the Highway Department continue their current procurement process for fuel.

**Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**13. New Financial System Update:**

Lynn VandenLangenberg reported that the new financial system will first implement budget, general ledger, purchasing, and accounts payable. At this time project teams are preparing testing data and training will be provided for the various functions. A New World representative will be on site the week of June 22<sup>nd</sup> at which time an evaluation of the transaction history will be completed. Formal training will be provided the week of July 13<sup>th</sup>, with the intent to "go live" on August 1<sup>st</sup>. After August 1<sup>st</sup>, Payroll & Human Resources will be implemented, with Cash Receipts, Miscellaneous Billing, Assets, and Project/Grant Accounting to follow. VandenLangenberg commended Brown County staff for their diligent work to identify its financial and human resource management reporting needs.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**14. Planning for 2010 Budget:**

Ms. VandenLangenberg informed the committee that planning for the 2010 budget has started. She explained the assumptions which have been used to formulate a forecast of expenditures and revenue reductions. At this time, without considering further reductions by the state, revenue is projected to decrease by \$1.6 million.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

15. **2009 Budget Transfer Log:**

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY**

16. **Grant Application Approval Log:**

Four grants were reported, one in Facility & Park Management, two in Public Safety Communications, and one in Port & Solid Waste.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

17. **Administration Budget Status Financial Report for April 20, 2009:**

Ms. VandenLangenberg reported a year-to-date savings of \$22,808 in salaries and fringe due to vacancies, and a year-to-date savings of \$117,221 in contracted services due to temporary help hired to assist with the implementation of the new ERP.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

18. **Information Services Budget Status Financial Report for April 30, 2009:**

A year-to-date savings of \$49,833 is reported in salaries and fringe, with a \$69,868 savings in utilities due to upcoming charges related to the installation of new phone and internet services at the jail and Community Treatment Center. The budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

19. **Request for Budget Transfer (#09-28): Re-allocation of Salaries and Fringe to another major budget category except contracted services, or re-allocation to Salaries and Fringe Benefits from another major budget category except contracted services: Transfer of funds from delayed annual secondary internet access project at Jail in Other Utilities and transfer to Overtime Earnings to cover increased overtime to eradicate computer virus and implement new financial system:**

This transfer is related to a delayed annual secondary internet access project at the Jail in other utilities and overtime earnings to cover increased hours to eradicate a computer virus and implement a new financial system.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY**

20. **Information Services Update for May 28, 2009:**

As the result of a directive given by Supervisor Pat Wetzel at the March County Board meeting, and from this committee to have Information Services review options to improve the broadcast of County Board meetings, Bob Heimann stated he has been in communication with the website vendor and attended a



demonstration of "cataloging technology". He has researched what other counties are doing and has contacted the City of Green Bay which just brought on-line the ability to view on demand the playback of the most recent City Council meetings.

Research has determined the following options:

1. Create the baseline solution to the original request which would provide a solution similar to the City of Green Bay. This solution would require 10 hours of IS time, with no additional cost for hardware or software.
2. Create a solution similar to #1 above except keep the history of meetings going forward. This solution would take 10 to 20 hours of IS time, with an additional storage cost estimated at \$100 per year.
3. Budget in 2010 for a hardware and software solution that is geared towards the replay of video that would cover the entire spectrum from educational videos for the public to training videos for employees. The cost for this option would be \$100,000 and require 50 hours of IS time.

Discussion by the committee resulted in the recommendation to implement #2 above unless there is a possibility that the City of Green Bay would share in option #3.

**Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve Option #2 - create the ability to have the most recent County Board meeting available for replay, with a history of meetings going forward.**

**MOTION APPROVED UNANIMOUSLY**

Secondly, Heimann reported that at the April meeting of this committee a request was made to have IS work with the Library to get 160 replacement PC's installed at the nine library Locations. This request has been completed.

Thirdly, Heimann reported that the previous Data Center water based fire suppression system has been replaced as of the end of April with a new FM200 gaseous system. Heimann thanked Supervisor Erickson for bringing this issue forward.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Treasurer:**

**21. Request to fill Account Clerk II position from Temporary to Permanent:**

Kerry Blaney addressed the committee relative to the Account Clerk II position in the Treasurer's Office which has been open since November of 2008. The vacancy is an existing position and included in the Treasurer's budget. At this time a temporary employee is assisting with the workload, and has been working full-time since January. Blaney stated that numerous requests have been made to fill this position with a permanent employee, forms have been completed, documents of support filed, along with a list of work assignments/duties proving they are mandated by State Statute.

Blaney explained that the Treasurer's Office has five full-time employees, with no additional staff added for many years. Customer service levels are a concern,

along with safety and security issues. Additional stress to office operations has been significant due to the increase in delinquent taxes, the number of foreclosures, and an increase in bankruptcy filings. This office operates as an enterprise, using no tax levy dollars to operate. Information relative to positions and job duties is attached.

Supervisor Krueger suggested the request be referred to Administration and Human Resources for a 60 day period. He believes there is a possible solution using existing staff.

Supervisor Zima on the other hand pointed out that the temporary employee has been working full-time for seven months. He noted that Green Bay eliminated a position in their City Treasurer's office because the County Treasurer has taken on tax collection duties with the city and surrounding municipalities, yet no staff has been added. He recommended that the job description be strengthened and that a person of quality be hired.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to refer to Administration and Human Resources for a 60 day study period.**

**Ayes: Hoeft, Krueger, Theisen, Williams**

**Nays: Lund**

**MOTION APPROVED 4-1**

**22. Financial Report for the months of January, February, and March:**

Treasurer Blaney referred to the report in packet material, explaining changes as requested by the auditor. He reported that in 2008, \$800,000 was returned to the General Fund.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*(Back to #12 on the agenda)*

**Child Support Agency** – Budget Financial Status Report for April 2009. No other agenda items

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Corporation Counsel**– Budget Financial Status Report for April 2009. No other agenda items

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Other:**

**23. Audit of Bills:**

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve payment of bills. MOTION APPROVED UNANIMOUSLY**

24. **Such Other Matters as Authorized by Law:**

**June Agenda:**

Rob Strong of the Green Bay Housing Authority

**Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to  
adjourn at 7:47 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN**  
**SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, May 21, 2009, at 5:15 p.m. in Room 201 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

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**Present:** Carole Andrews, Mike Fleck, Adam Warpinski.

**Excused:** Jack Krueger, Pat Wetzel.

**Also Present:** Bill Dowell, Chuck Lamine, Peter Schleinz

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1. **CALL TO ORDER**

The meeting was called to order by Chair Adam Warpinski at 5:21 p.m.

2. **APPROVE/MODIFY AGENDA**

**A MOTION WAS MADE BY SUPERVISOR CAROLE ANDREWS AND SECONDED BY SUPERVISOR MIKE FLECK TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. **APPROVE/MODIFY MINUTES OF APRIL 16, 2009**

**A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR FLECK TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. **REVIEW OF DEPARTMENT SPACE NEEDS ASSESSMENT INTERVIEW SUMMARIES**

Chuck Lamine, Brown County Planning Director, referenced the department interview surveys (see attached). He indicated that instead of re-interviewing every department, he plans to mail these back to the departments to identify any circumstances that have changed. Lamine will present the updated information at the next meeting. Warpinski and Bill Dowell, Facility Management Director, agreed with Lamine that this approach would be the most beneficial.

Warpinski asked the status of the Public Safety portion of the Plan. Dowell responded that the 911 part is complete. Dowell further stated, "We have a good plan for everything except for the Sheriff," and that there are still some options for the Sheriff--S&L and MHC—to be discussed. Supervisor Fleck wanted to know what would occupy the space vacated by the Sheriff's Department. Dowell

indicated that the District Attorney and Drug Task Force could move into that space.

Warpinski asked the status of the interviews for those administrative functions in the Northern Building. Dowell said the interviews were completed; however, there were a couple of ongoing issues. He specified some issues with space for the Information Services Department and the County Clerk. Warpinski feels that the next focus should be the administrative services of the Northern Building.

Dowell stated that he preferred working all five plans simultaneously and wanted to finalize the Public Safety Plan with options. However, he was open to this suggestion.

Lamine stated that there is a "draft chapter" that he could provide at the next meeting for review. He felt that this may help clarify the order and the focus of the steps to follow.

The general consensus was that the updated interviews should be available for the next meeting.

5. REPORT ON THE EFFORTS AND PROGRESS OF THE ENERGY  
OVERSIGHT COMMITTEE

Dowell provided three handouts (copies attached) and stated that the 25X25 Plan should be completed by the end of June. Dowell indicated that at this point we are close to reaching the 10-year mark of the 25-year requirement.

When questioned, Lamine stated that there are a couple of sites being considered for wind farms. Lamine stated that at the location at the land fill, we are purchasing electricity and selling electricity; therefore, the purchase of a small turbine is being considered for a wind resource in order to generate all of the electricity needed. The highway garage in Howard is another possibility for a small turbine.

Dowell stated that part of the vehicle plan is to purchase replacement vehicles with alternative fuel vehicles. Brown County is awaiting approval from the Office of Energy Independence for grants in the amount of \$2,000 per vehicle—or \$10,000—to go toward the cost of these purchases. Warpinski asked if we had a estimate of the savings Brown County would realize with the purchase of alternative fuel vehicles. Dowell stated that a 6-year pay-back is estimated, and the savings would be reflected in the Budget through Fuel Expense. Dowell

stated that one of the suggestions of the Vehicle Committee is to develop a driving efficiency course.

6. DISCUSSION REGARDING OTHER PROJECTS FOR BROWN COUNTY  
RELATING TO FACILITY AND SPACE NEEDS

Andrews asked what the plans are for the Mental Health Center building. Dowell stated that there is no plan at this time, although the current options include moving the Sheriff Department into that facility, selling the property, and scheduling it for demolition. Dowell stated that if it is used by another occupant, there are some renovations that will need to be completed. Lamine stated that an RFI ("Request for Information") was sent to developers who do adaptive re-use of buildings; however, there was no response at that time. He further stated that it might be something to pursue now that the new facility is being built. Andrews stated that if we have departments now that have space issues, she would want to see Brown County utilize its own property whenever possible. Lamine stated that because it is not a good time to sell land, Brown County has slowed down this effort.

Warpinski stated that at the next meeting he would like to further discuss the Mental Health Center property. He also requested that detailed information be presented at that time concerning the property that is actually owned and occupied by Brown County and its departments.

Warpinski stated that his goal was to improve the efficiency of space, particularly in the Northern Building. He suggested the possibility of a central "one stop shopping" counter space in this building in order to better serve the customers. He also stated this type of facility would improve the safety in the building. Andrews thought this would be a good topic to pursue.

Warpinski asked that Staff finish the Public Safety Review and start with Administration and report at the next meeting. He stated that he also wants to know which departments are located in the Northern Building and how much space each department requires.

Lamine suggested that conference rooms be updated and made more functional for the many ways they are being used. He stated that he thinks this is a significant need because of the amount of time being spent in committee meetings. Warpinski agreed that the meeting and conference rooms should be evaluated for technology needs and functionality. Lamine stated that there could be some savings that could be realized with more efficient meetings; and

Warpinski suggested integrating technology that would allow the meetings to be video recorded. Lamine stated that the Village of Howard now gives its representatives a laptop when they come into office, and this would reduce the volume of paperwork produced for meetings. Warpinski stated that he will discuss this with Alicia Loehlein, Board Administrative Secretary.

7. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

None.

Next meeting to be Thursday, June 18, 2009, @ 5:15 p.m.

**A MOTION WAS MADE BY ANDREWS AND SECONDED BY FLECK TO  
ADJOURN AT 6:16 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Lisa M. Alexander  
Recording Secretary

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**MINUTES  
BROWN COUNTY HOUSING AUTHORITY  
Monday, May 18, 2009  
City Hall  
100 N. Jefferson Street, Room 604  
Green Bay, WI 54301  
3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet- Chair, Tom Diedrick, Paul Kendle.  
**MEMBERS EXCUSED:** Michael Welch- Vice Chair, Rich Aicher.  
**OTHERS PRESENT:** Nikki Aderholdt, Anne May Steffel, Rob Strong, Greg Geiser, Chip Law, Noe Halverson.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 20, 2009, meeting of the Brown County Housing Authority.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the minutes as presented. Motion carried.

**ELECTION OF OFFICERS:**

R. Strong stated that an individual is appointed for two consecutive terms, and that is the policy the Housing Authority has been following.

A motion was made by P. Kendle, seconded by T. Diedrick, to nominate D. Hallet to her second term as Brown County Housing Authority Chair Person. Motion was carried.

A motion was made by T. Diedrick, seconded by P. Kendle, to nominate M. Welch to his second term as Brown County Housing Authority Vice- Chair Person. Motion carried.

**COMMUNICATIONS:**

2. Letter from U.S. Department of Housing and Urban Development dated May 05, 2009, notifying the BCHA that it's final SEMAP score is 100% for fiscal year ending 12/31/2008.

R. Strong stated that ICS has been expecting that this year's SEMAP score would be high performance, and the BCHA has received notification that it is indeed a high performer once again. Congratulations were expressed to the attending members of ICS.



The letter was received and placed on file.

3. Letter from U.S. Department of Housing and Urban Development dated May 08, 2009, notifying the BCHA that it's Annual Plan for the PHA fiscal year beginning January 01, 2009, is approved.

R. Strong stated that this year's Annual Plan was submitted about a month or so ago, and this letter is just indicating that HUD has received it. The Plan has been approved for 2009.

The letter was received and placed on file.

#### REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program.

##### A. Preliminary Applications

G. Geiser stated last month's applications were up due to a demand for the program and knowledge on how to fully complete the application. The number of applications is still up, with 176 applications for the month of April.

##### B. Housing Assistance Payments

G. Geiser stated HAP is down again as it was last month. Housing system payments don't always go out in the month they are intended for. The other difference is not yet determinable as far as the decrease in April's housing assistance payments. G. Geiser stated that he will continue to look into this to try and determine what the cause may be.

##### C. Housing Assistance Unit Count

G. Geiser stated the unit count has seen a decrease in the month of April. Last month, after the backfilling, there were 2,887 units. For the month of May, it can be expected that the unit count will be in the same range.

##### D. Housing Quality Standard Inspection Compliance

C. Law indicated that the fail percentage indicated on the report for the month of April was incorrect. The report states 25.70, but it should be 25.98.

C. Law stated that the inspectors try to compare the data from the previous 11 months. They shoot for 11 months, primarily in case of "no-shows". Therefore, the best month to compare this month's data to would be May of 2008, which is 11 months ago. In May of 2008, the pass percentage was 42 percent, 28 percent on the re-evaluation, and a 30 percent fail rating. C. Law stated that ICS has seen progress since last May, with a 48 percent pass rate, a 25 percent re-evaluation, and a 25 percent fail rating.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that ICS is \$8,665 under-budget to date. As much as it is hoped that it will stay under-budget, the likelihood of that happening is not likely.

F. SEMAP Monitoring Report

Reference item number 2 on the agenda under communications.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program

C. Law stated that there are 103 FSS clients. There were two graduates in the month of April.

H. Report on the Housing Choice Voucher Home Ownership Option

C. Law stated that there were 97 homeowners in the month of April. There were three new contracts opened in April.

5. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

G. Geiser stated that there were 15 investigations opened in April, of which five were closed as substantiated and 10 remain open. Of the investigations for the month of March that were carried over, four investigations were closed as substantiated, 1 was closed as unable to substantiate, and five remain open. Of the February investigations that were carried over, two were closed as substantiated, three were closed as unable to substantiate, and one remains open. Three January investigations carried over, of which one was closed as substantiated and two remain open pending drug investigations. G. Geiser stated that there is still one investigation that carried over from November of 2008, which is still open pending a drug investigation.

G. Geiser stated that there were eight new add-to-household applications processed in April, of which three were approved, two were denied, and three are approved pending other records checks. One of the add-to-household background checks resulted in an investigation for unreported household members, and was substantiated as such.

G. Geiser shared a specific investigative story that was provided by Langan Investigations with the Board members. G. Geiser stated that landlord activities have been a common discussion between ICS and Langan Investigations, and solutions to the problem are currently being researched.

N. Aderholdt handed out a spreadsheet that illustrated the history of fraud investigations, new applications, and add-to-household applications conducted by Langan Investigations.

6. Review of 2009 Renewal Funding for Housing Choice Voucher Program.

A. May Steffel stated the calculations for Housing Choice Voucher have been announced in two different stages. The calculations predict that the BCHA will be allocated \$12.8 million for the program. Proration factors predict that HUD will provide approximately \$12.7 million, and \$1 million will need to be provided for out of BCHA reserves.

G. Geiser questioned whether there is a HUD recommendation as far as how much money should be maintained in the reserve account. A. May Steffel indicated that the amount varies every year, and it greatly depends on what the total amount allocated is versus what the BCHA has.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

7. Adoption of Administrative Plan Amendment Chapter 16, Page 16, extending the Hearing Officer's Response time to 20 days.

G. Geiser stated that the proposed change is intended to match ICS' policy with practice. Currently, most hearing results are delivered within the current 10-day standard and would continue to be under the new policy. The aim is to have the policy allow time for the hearing officer to request or seek new information to decide the case, as the Administrative Plan allows.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the amendment to Chapter 16, page 16, extending the Hearing Officer's response time to 20 days. Motion carried.

8. Adoption of Administrative Plan Amendment creating Chapter 17, Project Based Policy/Procedures (replacing scattered references in the existing plan).

G. Geiser stated that this administrative plan amendment sets up a separate chapter to deal with project-based units. In previous versions of the administrative plan, this language was scattered throughout. The adoption of this separate chapter does not substantially change the procedure of how ICS deals with the project-based units.

G. Geiser stated that the other major change in this chapter allows for greater flexibility in rent amounts for project-based owners through a higher ceiling for gross rent.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the amendment to Chapter 17, project-based policy and procedure, replacing scattered site references in the existing plan. Motion carried.

9. Review and approval of proposed Utility Allowance for Housing Choice Voucher Program, effective July 01, 2009.

G. Geiser stated that the 2009 calculations have been sought strictly from HUD, which utilizes coefficients that go in front of variables and reflect each bedroom size and unit type very nicely.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the proposed utility allowances, effective July 01, 2009. Motion carried.

10. Closed session pursuant to Wis. Stats. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A roll call recognized a unanimous vote to close the meeting while considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The meeting was temporarily closed.

A motion was made by P. Kendle, seconded by T. Diedrick, to re-open the meeting to discuss the remaining agenda. Motion carried.

#### **BILLS:**

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the bills. Motion carried.

#### **FINANCIAL REPORT:**

R. Strong stated that the BCHA has a lot of money that needs to be put to work. R. Strong indicated that he received a phone call from an individual in Brown County Planning that is looking to help the Village of Denmark rehabilitate property. The individual was invited to propose this project to the Authority.

#### **STAFF REPORT:**

R. Strong stated that N. Aderholdt will be continuing her internship with the Brown County Housing Authority through the summer months. Her hours will be increased to 30 hours per week for the next few months, funded under the BCHA. R. Strong indicated that the funding for the remaining 10 hours will be sought from the GBHA.

R. Strong indicated that Supervisor Nicholson has requested a HUD letter recognizing that Housing Choice Vouchers cannot be returned upon lack of use. The Housing Authority has explained this to the Brown County Administrative Committee once before, and will be attending the meeting again next week in an attempt to clarify this situation.

A motion was made by T. Diedrick, seconded by P. Kendle, to adjourn. Motion carried. The meeting adjourned at 4:15 p.m.

:naa

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date:

June 17, 2008

Agenda No.:

~~58~~ 6a

Motion from the Floor

I make the following motion:

To have staff investigate and report to us the state of wireless capabilities, if any, in the Council Chambers. And the feasibility of Supervisors bringing in their own laptops and connecting to the internet wirelessly.

Signed:

Carol A. Bauer

District No.

15

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date:

June 17, 2009

Agenda No.:

Motion from the Floor

I make the following motion:

That there shall be no interdepartmental  
charge backs placed in the 2010 budget  
on

Signed:

Thomas J. Luef

District No.

District 25

(Please deliver to County Clerk after motion is made for recording into minutes.)

June 17, 2009

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on May 28, 2009, and recommends the following motions:

- \*\* 1.** Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available.  
To accept Supervisor Warpinski's suggestion that campaign finance reporting filed with the Brown county Clerk be made available and refer to the County Clerk and Information Services to report back with an implementation process.
- \*\*\*Item #1 --** Refer back to Administration Committee as per the County Board on 6/17/2009.
- 2.** Communication from Supervisor Erickson re: Bid formats should include more personal information regarding taxes and loans and if any of these payments are in arrears or defaults. Bidder should be checked out by our Board Attorney before moving the award forward to any boards or committees.  
To refer to the Purchasing Department and report back.
- 3.** Communication from Supervisor Williams re: To review the policies and procedures of the Clerk of Courts office relating to employees in the Office.  
To refer to Human Resources and report back in 30 days.
- 4.** Communication from Supervisor Scray re: During the Budget process Administration (1) explore the option of not doing charge backs; (2) evaluate depts. that give money back to the General Fund on a regular basis and possibly adjusting their levy amount to reflect a 5-year average of what they have given back previously.  
To refer to Administration to evaluate the option of not doing chargebacks and report back.  
To refer to Administration to evaluate departments that give money back to the General Fund.
- 5.** County Clerk - Resolution re: Opposition to U.S. Senate Bill 149 the "Weekend Voting Act". To approve opposition to U.S. Senate Bill 149, "Weekend Voting Act".  
See Resolutions, Ordinances June County Board.
- 6.** Facility & Park Mgmt - Budget Status Financial Report for March 31, 2009.  
To receive and place on file.
- 7.** Facility & Park Mgmt - Update on Courthouse Roof Plan.  
To receive and place on file.
- 8.** Facility & Park Mgmt - Director's Report. To receive and place on file.
- 9.** Human Resources - Budget Status Financial Report for April 30, 2009.  
To receive and place on file.



BOARD OF SUPERVISORS

Brown County

To all Committee



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

~~Meeting Date:~~

Executive Committee

~~Agenda No.:~~

Communication

~~Motion from the Floor~~

I make the following motion:

Request for each standing  
Committee to forward a list  
of priorities to the County Executive  
for preparation of the 2010 budget.

Signed:

John Vander Ploeg

District No.

11th

(Please deliver to County Clerk after motion is made for recording into minutes.)

**Brown County  
County Clerk  
Budget Status Report  
April 30, 2009**

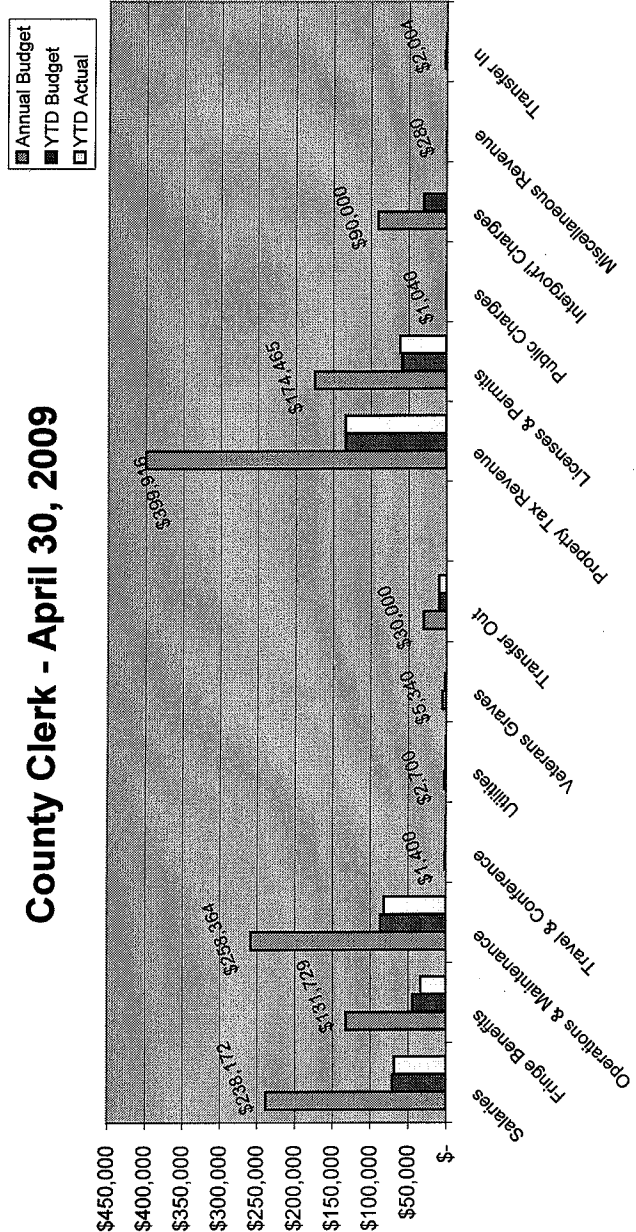
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 238,172	\$ 70,536	\$ 68,127
Fringe Benefits	\$ 131,729	\$ 43,910	\$ 33,033
Operations & Maintenance	\$ 258,364	\$ 86,123	\$ 81,355
Travel & Conference	\$ 1,400	\$ 466	\$ 281
Utilities	\$ 2,700	\$ 900	\$ 606
Veterans Graves	\$ 5,340	\$ 1,780	\$ -
Transfer Out	\$ 30,000	\$ 10,000	\$ 10,000
Property Tax Revenue	\$ 399,916	\$ 133,305	\$ 133,308
Licenses & Permits	\$ 174,465	\$ 58,155	\$ 61,253
Public Charges	\$ 1,040	\$ 347	\$ 166
Intergov't Charges	\$ 90,000	\$ 30,000	\$ -
Miscellaneous Revenue	\$ 280	\$ 93	\$ 118
Transfer In	\$ 2,004	\$ 668	\$ -

**HIGHLIGHTS**

**Expenditures:** Most expenditure categories are under budget.

**Revenues:** Most categories are on target. Intergovernmental charges (Election Chargebacks) for the Spring elections chargebacks will not be processed until May.

**County Clerk - April 30, 2009**





DEPT: 10-1900  
CONTROL: SUMTST/01  
REPORT: IS0000S  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CLERK SUMMARY  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0002  
DATE: 05/20/2009  
TIME: 06:41:00

CURRENT MONTH			YEAR TO DATE			TOTAL	
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	REVISED	REMAINING
						BUDGET	BUDGET
2,500	2,500	0	10,000	10,000	0	30,000	20,000
2,500	2,500	0	10,000	10,000	0	30,000	20,000
51,862	54,115	2,253	193,402	213,715	20,314	667,705	474,304
=====							
REVENUES							
33,327	33,326	(1)	133,308	133,305	(3)	399,916	266,608
33,327	33,326	(1)	133,308	133,305	(3)	399,916	266,608
215	208	(7)	415	833	418	2,500	2,085
120	1,217	1,097	14,700	4,867	(9,833)	14,600	(100)
0	5	5	0	20	20	60	60
5,950	6,250	300	14,690	25,000	10,310	75,000	60,310
190	183	(7)	580	733	153	2,200	1,620
0	9	9	30	35	5	105	75
7,539	6,667	(872)	30,838	26,667	(4,171)	80,000	49,162
14,014	14,539	525	61,253	58,155	(3,098)	174,465	113,212
0	5	5	0	20	20	60	60
0	2	2	0	10	10	30	30
9	58	49	28	233	205	700	672
0	21	21	138	84	(54)	250	113
9	86	77	166	347	181	1,040	875
0	7,500	7,500	0	30,000	30,000	90,000	90,000
0	7,500	7,500	0	30,000	30,000	90,000	90,000
60	23	(37)	118	93	(25)	280	162
60	23	(37)	118	93	(25)	280	162
0	167	167	0	668	668	2,004	2,004
0	167	167	0	668	668	2,004	2,004

DEPT: 10-1900  
 CONTROL: SUMTST/01  
 REPORT: IS0000S  
 FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
 CLERK SUMMARY  
 DEPARTMENTAL BUDGET REPORT  
 MONTH ENDING APRIL 30, 2009

PAGE: 0003  
 DATE: 05/20/2009  
 TIME: 06:41:00

CURRENT MONTH		YEAR TO DATE		TOTAL	
ACTUAL	BUDGET	ACTUAL	BUDGET	REVISED	BUDGET
47,410	55,641	194,845	222,568	27,723	667,705
VARIANCE		VARIANCE		REMAINING	
8,231		27,723		BUDGET	
=====		=====		=====	
GRAND TOTAL REVENUES				472,861	
				=====	

**Brown County  
County Clerk  
Budget Status Report  
May 31, 2009**

Annual Budget	YTD Budget	YTD Actual
\$ 238,172	\$ 98,018	\$ 91,312
\$ 131,729	\$ 54,887	\$ 42,840
\$ 258,364	\$ 107,851	\$ 91,348
\$ 1,400	\$ 584	\$ 793
\$ 2,700	\$ 1,125	\$ 806
\$ 5,340	\$ 2,225	\$ -
\$ 30,000	\$ 12,500	\$ 12,500
\$ 399,916	\$ 166,632	\$ 166,635
\$ 174,465	\$ 72,694	\$ 74,049
\$ 1,040	\$ 434	\$ 166
\$ 90,000	\$ 37,500	\$ 22,852
\$ 280	\$ 117	\$ 433
\$ 2,004	\$ 835	\$ -

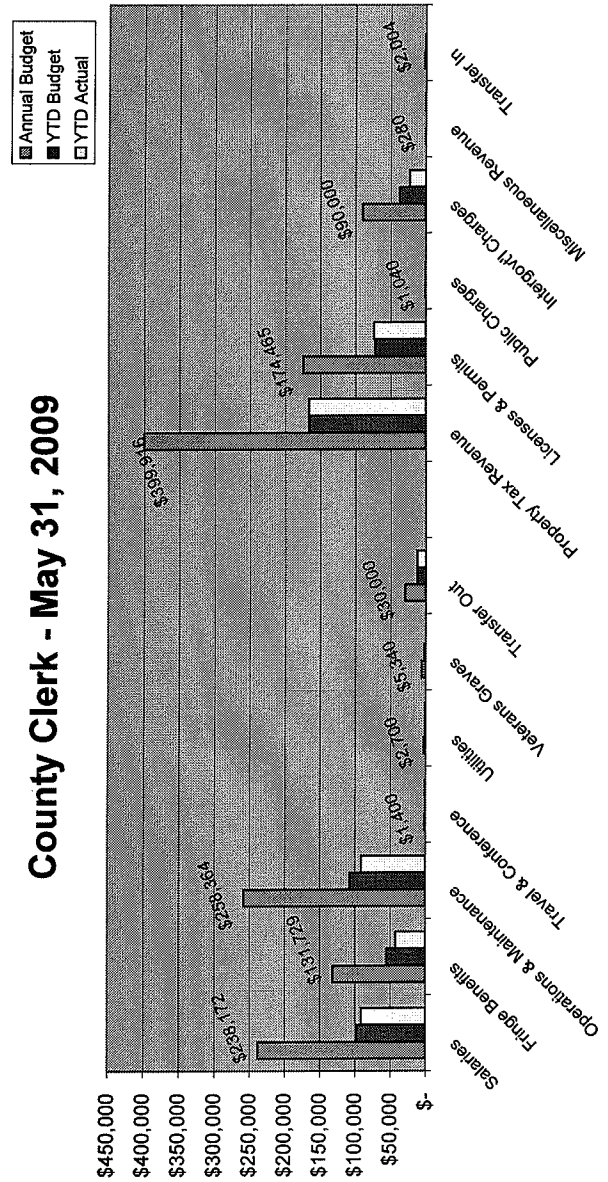
Salaries	\$ 238,172	\$ 98,018	\$ 91,312
Fringe Benefits	\$ 131,729	\$ 54,887	\$ 42,840
Operations & Maintenance	\$ 258,364	\$ 107,851	\$ 91,348
Travel & Conference	\$ 1,400	\$ 584	\$ 793
Utilities	\$ 2,700	\$ 1,125	\$ 806
Veterans Graves	\$ 5,340	\$ 2,225	\$ -
Transfer Out	\$ 30,000	\$ 12,500	\$ 12,500
Property Tax Revenue	\$ 399,916	\$ 166,632	\$ 166,635
Licenses & Permits	\$ 174,465	\$ 72,694	\$ 74,049
Public Charges	\$ 1,040	\$ 434	\$ 166
Intergov't Charges	\$ 90,000	\$ 37,500	\$ 22,852
Miscellaneous Revenue	\$ 280	\$ 117	\$ 433
Transfer In	\$ 2,004	\$ 835	\$ -

**HIGHLIGHTS**

**Expenditures:** Most expenditure categories are under budget.

**Revenues:** Most categories are on target. However, due to Brown County having the greatest portion of election contests and candidates (and costs) for the Spring elections and the fact that the City of Green Bay did not have any contests, our Intergovernmental charges (Election Chargebacks) for the Spring elections chargebacks is down.

**County Clerk - May 31, 2009**



DEPT: 10-1900  
CONTROL: SUMTST/01  
REPORT: IS0000S  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CLERK SUMMARY  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

PAGE: 0001  
DATE: 06/15/2009  
TIME: 09:28:23

.....CURRENT MONTH.....				.....YEAR TO DATE.....			TOTAL REVISED BUDGET	REMAINING BUDGET
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE		
EXPENDITURES								
22,034	27,366	5,332		82,584	97,603	15,019	237,164	154,580
1,151	0	(1,151)	REGULAR EARNINGS	7,798	0	(7,798)	0	(7,798)
0	116	116	PAID LEAVE EARNINGS	930	415	(515)	1,008	78
23,185	27,482	4,297	OVERTIME EARNINGS					
			TOTAL SALARIES	91,312	98,018	6,706	238,172	146,860
1,699	10,977	9,278	FICA	6,713	54,887	48,174	131,729	125,016
5,003	0	(5,003)	ACCIDENT & HEALTH INSURANCE	24,217	0	(24,217)	0	(24,217)
117	0	(117)	LIFE INSURANCE	291	0	(291)	0	(291)
327	0	(327)	DENTAL INSURANCE	1,582	0	(1,582)	0	(1,582)
158	0	(158)	DISABILITY INSURANCE	771	0	(771)	0	(771)
1,153	0	(1,153)	RETIREMENT CREDIT	4,234	0	(4,234)	0	(4,234)
1,339	0	(1,339)	RETIREMENT	4,975	0	(4,975)	0	(4,975)
11	0	(11)	WORKERS COMPENSATION INSURANCE	57	0	(57)	0	(57)
9,807	10,977	1,170	TOTAL FRINGE BENEFITS	42,840	54,887	12,047	131,729	88,889
OFFICE SUPPLIES								
911	750	(161)	COPY EXPENSE	1,937	3,750	1,813	9,000	7,063
84	241	157	PRINTING	1,512	1,208	(304)	2,900	1,388
0	259	259	DUES & MEMBERSHIPS	95	1,292	1,042	3,100	2,850
0	16	16	SOFTWARE MAINTENANCE	12,789	81	(14)	195	100
0	1,032	1,032	EQUIPMENT REPAIR & MAINTENANCE	2,800	5,161	(7,628)	12,386	(403)
0	646	646	SPECIAL FORMS	2,254	3,228	2,428	7,747	6,947
0	4,166	4,166	ADVERTISING & RECRUITMENT	32,538	20,833	18,579	50,000	47,746
740	5,566	4,826	POSTAGE	2,343	27,833	(4,705)	66,800	34,262
1,056	1,316	260	BOOKS, PERIODICALS, SUBSCRIPTION	22	6,583	4,240	15,800	13,457
0	67	67	INFORMATION SERVICES	11,753	13,331	309	771	771
2,703	2,609	(94)	INFORMATION SERVICES CHRGCKS	11,753	13,049	1,296	31,318	19,565
88	87	(1)	INSURANCE CHARGEBACKS	438	438	0	1,052	614
4,624	4,589	(35)	INDIRECT COST	23,122	22,947	(175)	55,073	31,951
(210)	184	394	EQUIPMENT - NONOUTLAY	1,495	917	(578)	2,200	705
9,996	21,528	11,532	TOTAL OPERATION & MAINT.	91,348	107,651	16,303	258,364	167,016
TRAVEL, CONFERENCE & TRAINING								
512	118	(394)		793	584	(209)	1,400	607
512	118	(394)	TOTAL TRAVEL & CONFERENCE	793	584	(209)	1,400	607
TELEPHONE								
200	225	25		806	1,125	319	2,700	1,894
200	225	25	TOTAL UTILITIES	806	1,125	319	2,700	1,894
VETERANS GRAVES								
0	445	445		0	2,225	2,225	5,340	5,340
0	445	445	TOTAL OTHER	0	2,225	2,225	5,340	5,340

DEPT: 10-1900  
CONTROL: SUMTST/01  
REPORT: IS0000S  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CLERK SUMMARY  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

PAGE: 0002  
DATE: 06/15/2009  
TIME: 09:28:23

.....CURRENT MONTH.....			.....YEAR TO DATE.....		
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
2,500	2,500	0	12,500	12,500	0
2,500	2,500	0	12,500	12,500	0
46,200	63,275	17,075	239,599	276,990	37,391
GRAND TOTAL EXPENDITURES			GRAND TOTAL EXPENDITURES		
REVENUES			REVENUES		
33,327	33,327	0	166,635	166,632	(3)
33,327	33,327	0	166,635	166,632	(3)
205	209	4	620	1,042	422
180	1,216	1,036	14,880	6,083	(8,797)
0	5	5	0	25	25
7,750	6,250	(1,500)	22,440	31,250	8,810
190	184	(6)	770	917	147
15	9	(6)	45	44	(1)
4,456	6,666	2,210	35,294	33,333	(1,961)
12,796	14,539	1,743	74,049	72,694	(1,355)
TOTAL LICENSES & PERMITS			TOTAL LICENSES & PERMITS		
0	5	5	0	25	25
0	3	3	0	13	13
0	59	59	28	292	264
0	20	20	138	104	(34)
0	87	87	166	434	268
22,852	7,500	(15,352)	22,852	37,500	14,648
22,852	7,500	(15,352)	22,852	37,500	14,648
315	24	(291)	433	117	(316)
315	24	(291)	433	117	(316)
0	167	167	0	835	835
0	167	167	0	835	835
TOTAL OTHER FINANCING SOURCE			TOTAL OTHER FINANCING SOURCE		
TOTAL			TOTAL		
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TOTAL			TOTAL		



DEPT: 10-1900  
CONTROL: SUMTST/01  
REPORT: IS0000S  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CLERK SUMMARY  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

PAGE: 0003  
DATE: 06/15/2009  
TIME: 09:28:23

....CURRENT MONTH....

	ACTUAL	BUDGET	VARIANCE
1. Sales	100,000	100,000	0
2. Variable costs	60,000	60,000	0
3. Contribution margin	40,000	40,000	0
4. Fixed costs	30,000	30,000	0
5. Operating income	10,000	10,000	0

69,290	55,644	(13,646)
--------	--------	----------

GRAND TOTAL REVENUES

.....YEAR TO DATE.....

	ACTUAL	BUDGET	VARIANCE
1. Total	100	100	0
2. Fixed	70	70	0
3. Variable	30	30	0
4. Total	100	100	0
5. Fixed	70	70	0
6. Variable	30	30	0
7. Total	100	100	0
8. Fixed	70	70	0
9. Variable	30	30	0
10. Total	100	100	0
11. Fixed	70	70	0
12. Variable	30	30	0
13. Total	100	100	0
14. Fixed	70	70	0
15. Variable	30	30	0
16. Total	100	100	0
17. Fixed	70	70	0
18. Variable	30	30	0
19. Total	100	100	0
20. Fixed	70	70	0
21. Variable	30	30	0
22. Total	100	100	0
23. Fixed	70	70	0
24. Variable	30	30	0
25. Total	100	100	0
26. Fixed	70	70	0
27. Variable	30	30	0
28. Total	100	100	0
29. Fixed	70	70	0
30. Variable	30	30	0
31. Total	100	100	0
32. Fixed	70	70	0
33. Variable	30	30	0
34. Total	100	100	0
35. Fixed	70	70	0
36. Variable	30	30	0
37. Total	100	100	0
38. Fixed	70	70	0
39. Variable	30	30	0
40. Total	100	100	0
41. Fixed	70	70	0
42. Variable	30	30	0
43. Total	100	100	0
44. Fixed	70	70	0
45. Variable	30	30	0
46. Total	100	100	0
47. Fixed	70	70	0
48. Variable	30	30	0
49. Total	100	100	0
50. Fixed	70	70	0
51. Variable	30	30	0
52. Total	100	100	0
53. Fixed	70	70	0
54. Variable	30	30	0
55. Total	100	100	0
56. Fixed	70	70	0
57. Variable	30	30	0
58. Total	100	100	0
59. Fixed	70	70	0
60. Variable	30	30	0
61. Total	100	100	0
62. Fixed	70	70	0
63. Variable	30	30	0
64. Total	100	100	0
65. Fixed	70	70	0
66. Variable	30	30	0
67. Total	100	100	0
68. Fixed	70	70	0
69. Variable	30	30	0
70. Total	100	100	0
71. Fixed	70	70	0
72. Variable	30	30	0
73. Total	100	100	0
74. Fixed	70	70	0
75. Variable	30	30	0
76. Total	100	100	0
77. Fixed	70	70	0
78. Variable	30	30	0
79. Total	100	100	0
80. Fixed	70	70	0
81. Variable	30	30	0
82. Total	100	100	0
83. Fixed	70	70	0
84. Variable	30	30	0
85. Total	100	100	0
86. Fixed	70	70	0
87. Variable	30	30	0
88. Total	100	100	0
89. Fixed	70	70	0
90. Variable	30	30	0
91. Total	100	100	0
92. Fixed	70	70	0
93. Variable	30	30	0
94. Total	100	100	0
95. Fixed	70	70	0
96. Variable	30	30	0
97. Total	100	100	0
98. Fixed	70	70	0
99. Variable	30	30	0
100. Total	100	10	

264,135	278,212	14,077
---------	---------	--------

**TOTAL  
REVISED  
BUDGET**

667,705

REMAINING  
BUDGET

403,571

	Annual	YTD	YTD
	Budget	Budget	Actual
Salaries	\$ 255,538	\$ 75,846	\$ 70,206
Fringe Benefits	\$ 131,229	\$ 43,743	\$ 28,404
Operations & Maintenance	\$ 133,930	\$ 44,644	\$ 51,142
Travel & Conference	\$ 2,000	\$ 667	\$ 424
Utilities	\$ 3,100	\$ 1,033	\$ 807
Contracted Expenses	\$ 27,500	\$ 9,167	\$ -
Total Other	\$ 102,610	\$ 34,204	\$ 44,306
Total Expenses	\$ 655,907	\$ 209,304	\$ 195,289
Property Tax Revenue	\$ 1,400,000	\$ 466,667	\$ 632,662
Interest on Investments	\$ 2,625,000	\$ 875,000	\$ 545,584
Miscellaneous Revenue	\$ 44,300	\$ 14,767	\$ 32,694
Total Revenues	\$ 4,069,300	\$ 1,356,434	\$ 1,210,940

Net Levy Distribution

\$ 3,413,393 \$ 1,147,130 \$ 1,015,651

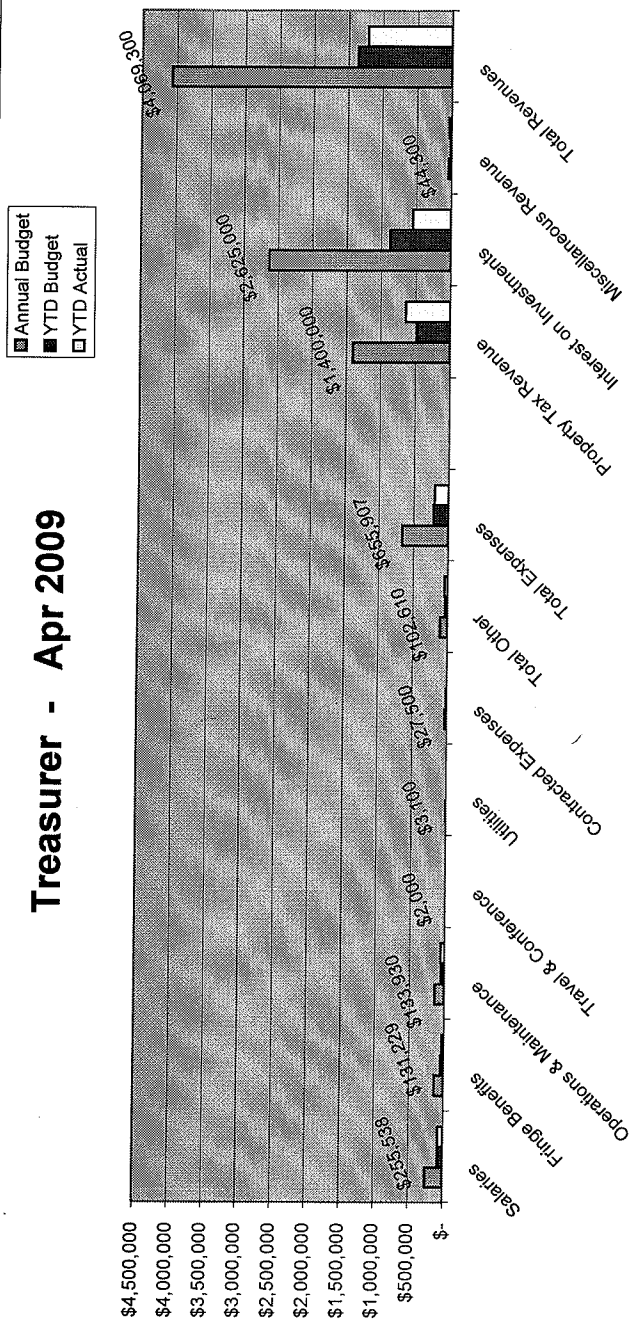
**\$ (131,479) BUDGET VARIANCE**

**PLEASE NOTE:**

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are slightly below budgeted.

## Treasurer - Apr 2009



DEPT: 10-8001  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
TREASURER  
DEPARTMENTAL  
MONTH ENDING

PAGE: 0001  
DATE: 05/20/2009  
TIME: 06:39:39

....CURRENT MONTH....

.....YEAR TO DATE.....

	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	REVISED BUDGET	REMAINING BUDGET
	---	----	-----					

EXPENDITURES

15,589	19,311	3,722	REGULAR EARNINGS	65,054	74,346	9,292	251,038	185,984
1,117	0	(1,117)	PAID LEAVE EARNINGS	4,673	0	(4,673)	0	(4,673)
0	375		OVERTIME EARNINGS	479	1,500	1,021	4,500	4,021
16,706	19,686	2,980	TOTAL SALARIES	70,206	75,846	5,640	255,538	185,332

1,223	10,936	9,713	5,163	43,743	38,580	131,229	126,066
4,077	0	(4,077)	15,083	0	(15,083)	0	(15,083)
68	0	(68)	203	0	(203)	0	(203)
327	0	(327)	1,210	0	(1,210)	0	(1,210)
160	0	(160)	625	0	(625)	0	(625)
705	0	(705)	2,773	0	(2,773)	0	(2,773)
844	0	(844)	3,294	0	(3,294)	0	(3,294)
13	0	(13)	53	0	(53)	0	(53)
-----	-----	-----	-----	-----	-----	-----	-----
			FICA				
			ACCIDENT & HEALTH INSURANCE				
			LIFE INSURANCE				
			DENTAL INSURANCE				
			DISABILITY INSURANCE				
			RETIREMENT CREDIT				
			RETIREMENT				
			WORKERS COMPENSATION INSURANCE				

0	612	612	OFFICE SUPPLIES	1,541	2,448	907	7,345	5,804
78	14	(64)	SUPPLIES & EXPENSE	78	55	(23)	165	87
13	29	16	COPY EXPENSE	84	117	33	350	266
0	167	167	PRINTING	50	667	617	2,000	1,950
0	19	19	DUES & MEMBERSHIPS	190	78	(112)	2,235	45
272	208	(64)	EQUIPMENT REPAIRS & MAINTENANCE	830	833	3	2,500	1,670
0	1,440	(2,230)	SPECIAL FORMS & RECRUITMENT	2,087	5,759	3,672	17,277	15,190
2,772	542	(2,230)	ADVERTISING & POSTAGE	3,312	2,167	(1,145)	6,500	3,188
2,883	4,812	1,929	BOOKS, PERIODICALS, SUBSCRIPTION	13,313	19,247	5,934	57,740	44,427
0	42	42	INFORMATION SERVICES	0	167	167	500	500
2,768	2,878	110	INSURANCE CHARGEBACKS	10,184	11,510	1,326	34,530	24,346
82	82	0	OTHER MISCELLANEOUS	328	328	0	983	655
7,007	183	(6,824)	EQUIPMENT - NONOUTLAY	17,660	733	(16,927)	2,200	(15,460)
1,485	134	(1,351)	TOTAL OPERATION & MAINT.	1,485	535	(950)	1,605	120
---	---	---		---	---	---	---	---
17,360	11,162	(6,198)		51,142	44,644	(6,488)	122,820	88,552

0	167	167	TRAVEL, CONFERENCE & TRAINING	424	667	243	2,000	1,576
0	167	167	TOTAL TRAVEL & CONFERENCE	424	667	243	2,000	1,576

200	258	58	TELEPHONE	807	1,033	226	3,100	2,293
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200	258	58	TOTAL UTILITIES	807	1,033	226	3,100	2,293
-----	-----	-----		-----	-----	-----	-----	-----

0	2,292	2,292	OTHER CONTRACTED SERVICES	0	9,167	9,167	27,500	27,500
0	2,292	2,292	TOTAL CONTRACTED SERVICES	0	9,167	9,167	27,500	27,500

DEPT: 10-8001  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
TREASURER  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0002  
DATE: 05/19/2009  
TIME: 15:17:41

....CURRENT MONTH....

ACTUAL	BUDGET	VARIANCE
0	947	947
0	2,500	2,500
(1,491)	2,917	4,408
0	833	833
0	1,354	1,354
(1,491)	8,551	10,042
40,192	53,052	12,860

ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
0	3,787	3,787	11,360	11,360
6,821	10,000	3,179	30,000	23,179
37,485	11,667	(25,818)	35,000	(2,485)
0	3,333	3,333	10,000	10,000
0	5,417	5,417	16,250	16,250
44,306	34,204	(10,102)	102,610	58,304
195,289	209,304	14,015	655,907	460,618

# REVENUES

(284,449)	(284,450)	(1)	(3,413,393)	(2,275,597)
81,728	79,167	(2,561)	950,000	501,427
24,845	37,500	12,655	450,000	265,911
(177,876)	(167,783)	10,093	(2,013,393)	(1,508,259)
230,415	218,750	(11,665)	2,625,000	2,079,416
1,839	1,667	186	20,000	(5,405)
232,707	222,442	(10,265)	24,300	17,011
54,831	54,659	(172)	2,669,300	2,091,022
			655,907	582,763

(1,137,796)	(1,137,798)	(2)	(3,413,393)	(2,275,597)
448,573	316,667	(131,906)	950,000	501,427
184,089	150,000	(34,089)	450,000	265,911
(505,134)	(671,131)	(165,997)	(2,013,393)	(1,508,259)
545,584	875,000	329,416	2,625,000	2,079,416
25,405	6,667	(18,738)	20,000	(5,405)
7,289	8,100	811	24,300	17,011
578,278	889,767	311,489	2,669,300	2,091,022
73,144	218,636	145,492	655,907	582,763

CROSS REV  
EXPOSITURES  
NET REVENUES

1,210,940 1,356,434 145,494  
195,989 209,804 14,015  
1,015,651 1,147,130 131,479

ACTUAL

BUDGET

VARIANCE

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 255,538	\$ 105,187	\$ 95,653
Fringe Benefits	\$ 131,229	\$ 54,679	\$ 37,306
Operations & Maintenance	\$ 133,930	\$ 55,805	\$ 58,737
Travel & Conference	\$ 2,000	\$ 833	\$ 524
Utilities	\$ 3,100	\$ 1,292	\$ 1,021
Contracted Expenses	\$ 27,500	\$ 11,458	\$ -
Total Other	\$ 102,610	\$ 42,754	\$ 43,771
Total Expenses	\$ 655,907	\$ 272,008	\$ 237,012
Property Tax Revenue	\$ 1,400,000	\$ 563,333	\$ 768,955
Interest on Investments	\$ 2,625,000	\$ 1,093,750	\$ 734,295
Miscellaneous Revenue	\$ 44,300	\$ 18,458	\$ 38,627
Total Revenues	\$ 4,069,300	\$ 1,695,541	\$ 1,541,877
Net Levy Distribution	\$ 3,413,393	\$ 1,423,533	\$ 1,304,865

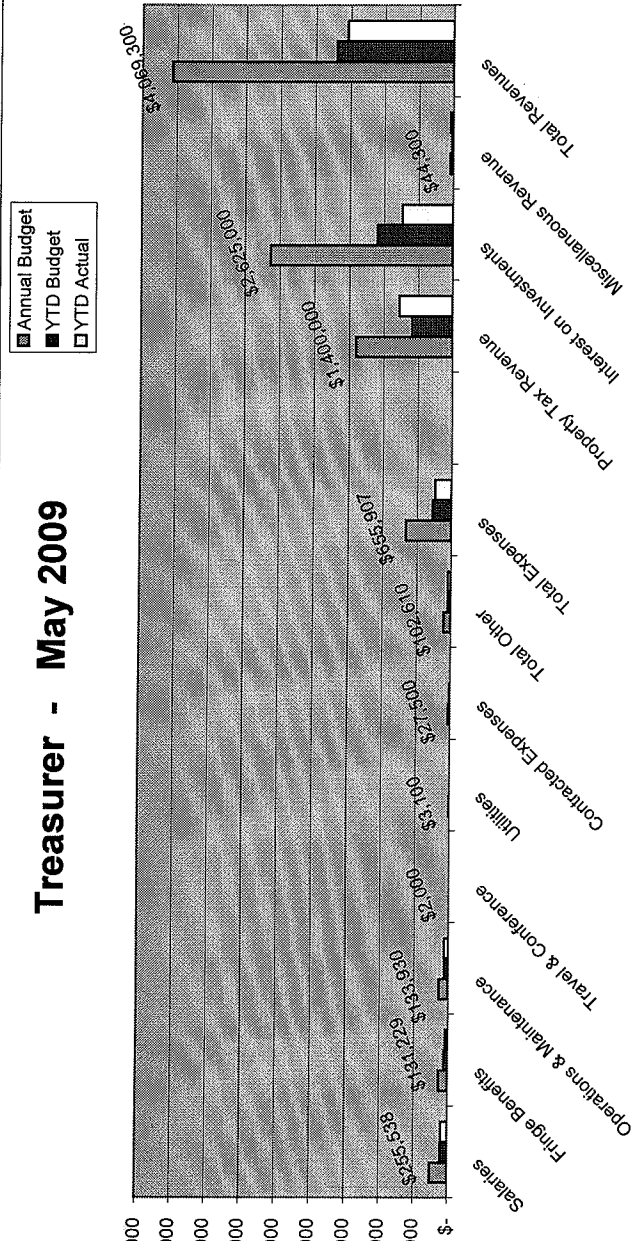
**\$ (118,668) BUDGET VARIANCE**

**PLEASE NOTE:**

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are \$34,996 below budget.

**Treasurer - May 2009**



DEPT: 10-8001  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

.....C U R R E N T M O N T H.....

BROWN COUNTY  
TREASURER  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

PAGE: 0001  
DATE: 06/15/2009  
TIME: 09:26:33

.....Y E A R T O D A T E.....

ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
EXPENDITURES							
23,365	28,966	5,601	88,419	103,312	14,893	251,038	162,619
2,081	0	(2,081)	6,755	0	(6,755)	0	(6,755)
0	375	375	479	1,875	1,396	4,500	4,021
25,446	29,341	3,895	95,653	105,187	9,534	255,538	159,885
1,864	10,936	9,072	7,027	54,679	47,652	131,229	124,202
4,077	0	(4,077)	19,160	0	(19,160)	0	(19,160)
137	0	(137)	341	0	(341)	0	(341)
327	0	(327)	1,536	0	(1,536)	0	(1,536)
160	0	(160)	785	0	(785)	0	(785)
1,058	0	(1,058)	3,831	0	(3,831)	0	(3,831)
1,266	0	(1,266)	4,560	0	(4,560)	0	(4,560)
13	0	(13)	66	0	(66)	0	(66)
8,902	10,936	2,034	37,306	54,679	17,373	131,229	93,923
565	612	47	2,106	3,060	954	7,345	5,239
11	14	3	89	69	(20)	165	76
21	29	8	106	146	40	350	244
0	166	166	50	833	783	2,000	1,950
0	20	20	190	98	(92)	235	45
305	209	209	830	1,042	212	2,500	1,670
0	1,440	1,135	3,392	7,199	4,807	17,277	14,885
0	541	541	3,312	2,708	(604)	6,500	3,188
1,487	4,811	3,324	14,800	24,058	9,258	57,740	42,940
0	41	41	0	208	208	34,530	21,355
2,991	2,878	(113)	13,175	14,388	1,213	500	500
82	82	0	19,410	917	0	2,200	573
2,132	184	(1,948)	1,792	669	(18,875)	1,605	(17,592)
0	134	134	1,485	0	(816)	0	120
7,594	11,161	3,567	58,737	55,805	(2,932)	133,930	75,193
100	166	66	524	833	309	2,000	1,476
100	166	66	524	833	309	2,000	1,476
214	259	45	1,021	1,292	271	3,100	2,079
214	259	45	1,021	1,292	271	3,100	2,079
0	2,291	2,291	0	11,458	11,458	27,500	27,500
0	2,291	2,291	0	11,458	11,458	27,500	27,500

DEPT: 10-8001  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

....CURRENT MONTH....

ACTUAL	BUDGET	VARIANCE
0	946	946
0	2,500	2,500
(534)	2,916	3,450
0	834	834
0	1,354	1,354
(534)	8,550	9,084
41,722	62,704	20,982

PAYMENT IN LIEU OF TAXES  
REAL PROP TAX REFUND-MUNI  
PERS PROP TAX REFUND-MUNI  
SOIL TESTING  
TAX DEED EXPENSE  
TOTAL OTHER  
GRAND TOTAL EXPENDITURES

REVENUES

(284,449)	(284,449)
99,670	79,166
36,624	37,500
(148,155)	(167,783)
188,711	218,750
2,726	1,666
3,208	2,025
194,645	222,441
46,490	54,658

PROPERTY TAXES  
INTEREST ON TAXES  
PENALTIES ON TAXES  
TOTAL TAXES

INTEREST ON INVESTMENTS  
TAX DEED EXP REIMBURSEMENT  
OTHER MISCELLANEOUS  
TOTAL MISCELLANEOUS REVENUE  
GRAND TOTAL REVENUES

BROWN COUNTY  
TREASURER  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

.....YEAR TO DATE.....

ACTUAL	BUDGET	VARIANCE
0	4,733	4,733
6,821	12,500	5,679
36,950	14,583	(22,367)
0	4,167	4,167
0	6,771	6,771
43,771	42,754	(1,017)
237,012	272,008	34,996

TOTAL  
REVISED  
BUDGET

11,360
30,000
35,000
10,000
16,250
102,610
655,907

PAGE: 0002  
DATE: 06/15/2009  
TIME: 09:26:33

REMAINING  
BUDGET

(1,422,245)  
548,242  
220,713  
(653,290)

(1,422,247)  
395,833  
187,500  
(838,914)

(3,413,393)  
950,000  
450,000  
(2,013,393)

(2)  
(152,409)  
(33,213)  
(185,624)

734,295  
28,131  
10,496  
772,922

(1,991,148)  
401,758  
229,287  
(1,360,103)

2,625,000  
20,000  
24,300  
2,669,300

359,455  
(19,798)  
(371)  
339,286

1,890,705  
(8,131)  
13,804  
1,896,378

119,632  
273,294  
153,662

536,275

GROSS REVENUES / 541,877  
EXPENSES / 237,012  
NET GROSS REV / 1,304,865

1695541  
272008  
1423533

153,664  
34,996  
118,668

ACTUAL BUDGET VARIANCE

# BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF APRIL

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of April 30, 2009.

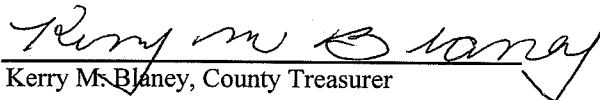
Associated Bank and Chase Bank	\$11,754,177.33
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$146.79
Deposits in Transit	\$298,767.83
Emergency Fund	(\$24,407.67)
NSF Checks Redeposited	\$20.00
Clerk Passport Account	\$2,954.85
Workers Comp Acct	(\$5,143.69)
UMR Sweep Account	(\$436,304.84)
Bank Error(s)	\$0.00
<b>Total</b>	<b>\$11,590,210.60</b>
Less Outstanding Checks	(\$2,271,251.22)
Other Reconcilable Items	\$0.00
<b>Balance Per County</b>	<b>\$9,318,959.38</b>

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of April 30, 2009.

	2008	2009
Year-to-Date Interest Received	\$1,557,460.22	\$653,432.47
Interest Received-Current Month	\$455,410.88	\$284,973.27
Year-to-Date Interest Unrestricted Funds	<b>\$2,012,871.10</b>	<b>\$938,405.74</b>
Working Capital Reserves Invested	\$127,242,204.99	\$112,232,979.04
Restricted Investments	\$40,375,336.84	\$20,752,471.41
Total Funds Invested	<b>\$167,617,541.83</b>	<b>\$132,985,450.45</b>
Certificates of Deposits	\$26,600,000.00	\$20,650,000.00
Treas-Gov't Agencies	\$33,248,538.29	\$38,582,870.09
Commercial Paper	\$14,882,790.28	\$9,467,827.77
Money Mkt-Pool	\$54,608,225.58	\$64,284,752.59
Total	<b>\$129,339,554.15</b>	<b>\$132,985,450.45</b>

Rate of Return: 3.119% 1.718%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as April 30, 2009. Statement of Investments for the month of April have been compared and examined, and found to be correct.

  
Kerry M. Blaney, County Treasurer

6-19-09

Approved by:

County Executive \_\_\_\_\_ Date \_\_\_\_\_

Submitted by Administration Committee:

Final draft approved by Corporation Counsel



July 22, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

OPPOSITION TO 2009 STATE ASSEMBLY BILL 149 REGARDING INTEREST  
RATES ON DELINQUENT PROPERTY TAXES

WHEREAS, 2009 Assembly Bill 149 proposes to temporarily reduce the interest rate for unpaid property taxes from 1 percent to .5 percent per month; and

WHEREAS, if this proposed change had been in effect during 2008, Brown County would have lost approximately \$650,000 in interest for delinquent property taxes; and

WHEREAS, the additional costs and revenue losses that will result if this proposal is adopted could only be offset by a reduction in county services or an increase in property taxes or both; and

WHEREAS, if the proposed bill were to pass there would be programming changes that could impact future annual support fees to the County.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors opposes AB 149 reducing the interest rate charged on delinquent property taxes; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Doyle, State Legislators representing Brown County and the Wisconsin Counties Association.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_  
\_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

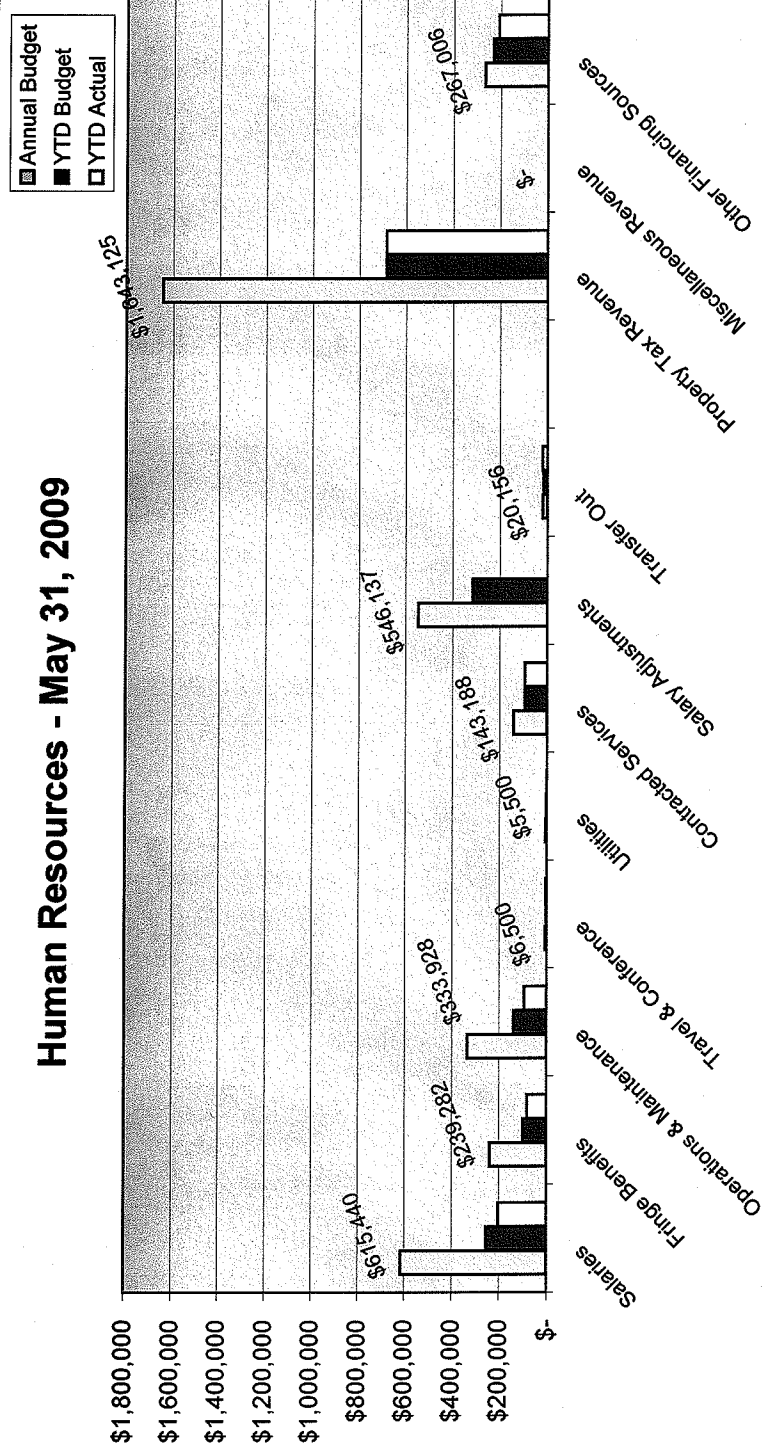
Brown County  
Human Resources  
Budget Status Report  
5/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 615,440	\$ 253,277	\$ 203,004
Fringe Benefits	\$ 239,282	\$ 99,685	\$ 81,175
Operations & Maintenance	\$ 333,928	\$ 139,136	\$ 93,770
Travel & Conference	\$ 6,500	\$ 2,708	\$ 3,852
Utilities	\$ 5,500	\$ 2,292	\$ 1,757
Contracted Services	\$ 143,188	\$ 93,891	\$ 94,260
Salary Adjustments	\$ 546,137	\$ 315,058	\$ -
Transfer Out	\$ 20,156	\$ 16,656	\$ 20,156
Property Tax Revenue	\$ 1,643,125	\$ 684,635	\$ 684,635
Miscellaneous Revenue	\$ -	\$ -	\$ 286
Other Financing Sources	\$ 267,006	\$ 232,981	\$ 208,678

**HIGHLIGHTS:**

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

**Human Resources - May 31, 2009**



## HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski  
Human Resources Manager

RE: Vacant Positions on hold pending review

DATE: June 17, 2009

Following is a list of the current vacant positions on hold pending analysis:

Dept.	Position Title	# of Vacancies	A1 - HR Apprv. Date	Status
Administration	Grant Development Specialist	1	On Hold	
Administration/IS	System Administrator	1	On Hold	
Highway	Assistant Superintendent	1	On Hold	Working on Succession Plan
Highway	Facility Mechanic	1	On Hold	
Human Resources	Planning, Evaluation and Quality Mgmt	1	On Hold	
Human Resources	Human Resources Coordinator	1	On Hold	
Human Services	Clerk I	1	On Hold	Working with H/S
Human Services	Administrative Secretary	1	On Hold	Working with H/S
Human Services	Records Management Clerk	1	On Hold	Working with H/S
Human Services	Secretary - AODA	1	On Hold	
Treasurer's	Account Clerk II	1	On Hold	

## Open Positions Review

Vacant positions will be reviewed prior to filling. If the review identifies the following situations, further in-depth review is required prior to making a determination on the position.

1. Automated system implementation is in progress which may significantly change the process and/or job functions of the position or department.
2. Data indicates that transaction counts have decreased or have been shifted to another department.
3. Workload in department is cyclical or seasonal.
4. Funding or sales has decreased.
5. Inconsistent messages are received from personnel within the departments.
6. Unmandated services are offered at a cost to the taxpayers.

These situations DO NOT establish that the position will not be filled, but rather a more detailed analysis is warranted.

The Human Resources Department has the training and experience to work collaboratively with the departments to review process, workflow, etc. This review will result in a recommendation on the position – temporarily fill, permanently fill, share position with a like department, or delete position.

## HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: June 16, 2009  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR MAY 2009

**Hires:****Full-Time:**

Clinical Social Worker	1
Health Information Manager	1
Registered Nurse	1

**Part-Time:**

Registered Nurse	1
Telecommunications Operator	1

**Limited Term/Seasonal/On-Call:**

CNA – on call	1
Concessionaire I	1
Engineering Aide	1
Horticulture Assistant	2
Invasive Species Coordinator	1
Seasonal – Golf Course	1
Summer Facilities	2
Summer – Golf Course	5
Summer – Highway	13
Summer – Jail	1
Summer – MHC	1
Summer – Parks	5
Summer – Register of Deeds	1
UW Extension – Extra Help	4
UW Extension – Intern	1

**TOTAL HIRES: 45****Separations:****Full-Time:**

Communications Supervisor	1
Correctional Officer	1
Law Clerk	1
System Administrator	1

**Part-Time:**

Clerk	1
-------	---

**Limited Term/Seasonal/On-Call:**

Certified Nursing Assistant	1
Child Support – Extra Help	1
Admin – LTE	1
Golf Course – Summer Help	1
Horticulture Assistant	1
Parks – Seasonal Maintenance	1
Registered Nurse	1

**TOTAL SEPARATIONS: 12****Current Employees:**

Regular Employees: 1477 (1387.64 FTE's)

Extra Help: 278

**Total Employees: 1755**

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

June 8, 2009

TO: Administration Committee  
FROM: Lynn Vanden Langenberg, Director of Administration  
SUBJECT: Asset Maintenance Fund Expenditures

In accordance with the Asset Maintenance Fund Policy, we are informing you of the following asset maintenance fund expenditure.

**Public Safety Communications**

Remove existing Brown County 911 antenna on Green Bay water tower and replace/reinstall antenna and line once water tower is painted	\$6,774
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DEPARTMENT OF ADMINISTRATION

*Brown County*

Division of Purchasing  
Kurt Hogarty, Manager  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE: (920) 448-4040 FAX: (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

June 16, 2009

TO: Administration Committee

FROM: Kurt Hogarty  
Purchasing Manager

SUBJECT: Bid Awards Review Process

Supervisor Erickson submitted the following communication at the May County Board Meeting.

*It has come to my attention that in some cases our Bid awards have to be looked at a little closer. With Bids over \$ (dollar amount to be decided) our Bid format should include more personal information regarding taxes and loans and if any of these payments are in arrears or default. Also, upon opening and choosing a bidder, that individual or company should be checked out by our Board Attorney before moving the award forward to any boards or committees.*

Supervisor Erickson's concerns are duly noted and Purchasing has taken actions to address the concerns pending the establishment of a more defined process. The Executive Committee has named a committee to review this process. Until this committee makes a recommendation the following has been implemented.

The following clause has been added to all Requests for Bid (RFB) documents.

***Contractor verification prior to award: Contractor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject Bids based on information obtained through these background checks if it is deemed to be in the best interest of the County.***

Purchasing will complete a Consolidated Court Automation Programs (CCAP) and WI Department of Financial Institutions (DFI) Uniform Commercial Code (UCC) search for the Business Name and Principle for contracts exceeding \$100,000. If the contract is a long term contract, Purchasing will also request a Dun & Bradstreet Report (cost is \$150 per report). Depending upon the results of the searches/reports, Purchasing will request legal review and opinion from Corporation Counsel prior to bringing an award recommendation.

To further clarify the review process, Purchasing is adding the following additional clause for Contracts valued at \$100,000 or greater.

***Contractors are to provide financial statements and disclose any open or pending judgments or tax liabilities with their Bid. Failure to provide such information may be grounds for rejection of your Bid.***

If you have further suggestions, please submit to me for discussion with the committee appointed by the Executive Committee.

## 2009 BUDGET TRANSFER LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-34	5/14/09	Sheriff	Allocation of funds for an additional DEO officer for the Village of Suamico for May through December 2009 as approved by County Board resolution March 28, 2009. Increase 10-7401-500101 (Salaries) by \$36,480; 10-7410-500201 (Fringe) by \$20,020; and 10-7410-473217 (Suamico Police Services Rev) by \$56,500.	5	Approved 5/22/09	Y		
09-35	5/15/09	Human Resources	Request to transfer available funds to purchase medical supplies. Transfer \$7,500 from 70-6462-500302 (Workers Comp. Supplies and Expense) to 70-6462-501001 (Workers Comp. Medical Supplies).	3a	Approved 5/22/09	N	---	
09-36	5/18/09	NEW Zoo	Allocation of \$1,532 generated from the NEW Zoo Volunteer Landscape Crew plant sale to purchase plants for the zoo. Increase 60-6255-488100 (Restricted Donations) and 60-6255-500310 (Restricted Grounds Maintenance) each by \$1,532.	5	Approved 6/1/09	Y		
09-37	5/29/09	FPM / Port & Solid Waste	Allocation of \$25,000 in grant revenue from Wisconsin Coastal Management for historical signage on the Fox River Trail. Port and Solid Waste is also contributing \$3,000 to this project from their harbor fees. See budget transfer for actual account breakdown information.	5	Approved 6/1/09	Y		

Revised 6/16/09



**GRANT APPLICATION APPROVAL LOG**  
June Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-25	5/14/09	Sheriff	Crime Prevention	Crime Prevention Foundation of BC	\$1,275	\$0	2009	"Can't Pay the Fine; Don't Do the Crime", program funds will pay for advertising warrants on billboards throughout BC to attempt outstanding fine collections
09-26	5/29/09	Human Services	Crime Prevention	Crime Prevention Foundation of BC	\$2,500	\$0	2009	Funds will pay for milestone incentives (bus passes, education assistance, etc.) for Drug Court participants to assist in successful program completion and becoming contributing members of society.
09-27	5/29/09	Port & Solid Waste	Cat Island Restoration Project	WisDOT	\$6,658,713	\$1,664,658	1/10-9/12	Funds construction of the Cat Island chain of islands with material dredged from the Green Bay Harbor (NOAA grant "contingency plan")
09-28	6/3/09	Sheriff	Homeland Security Team Training	Wisconsin Office of Justice Assistance	\$2,406	\$0	2/09-6/09	Funds reimburse for up to 44 hours of overtime accrued while an officer attends EOD K-9 training
09-29	6/4/09	Sheriff	Homeland Security Team Training	Wisconsin Office of Justice Assistance	\$8,701	\$0	4/09-6/10	Funds reimburse for overtime accrued while officers attend specialized dive team training

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 1,013,157	\$ 416,953	\$ 398,406
Fringe Benefits	\$ 378,311	\$ 157,349	\$ 142,387
Operations & Maintenance	\$ 104,202	\$ 43,418	\$ 38,083
Travel & Conference	\$ 13,081	\$ 5,451	\$ 524
Utilities	\$ 4,400	\$ 1,833	\$ 2,072
Contracted Services	\$ 181,942	\$ 159,775	\$ 45,682
Property Tax Revenue	\$ 1,406,312	\$ 585,966	\$ 585,965
Miscellaneous Revenue	\$ 1,900	\$ 792	\$ 1,248
Other Financing Sources	\$ 286,881	\$ 155,378	\$ 131,384

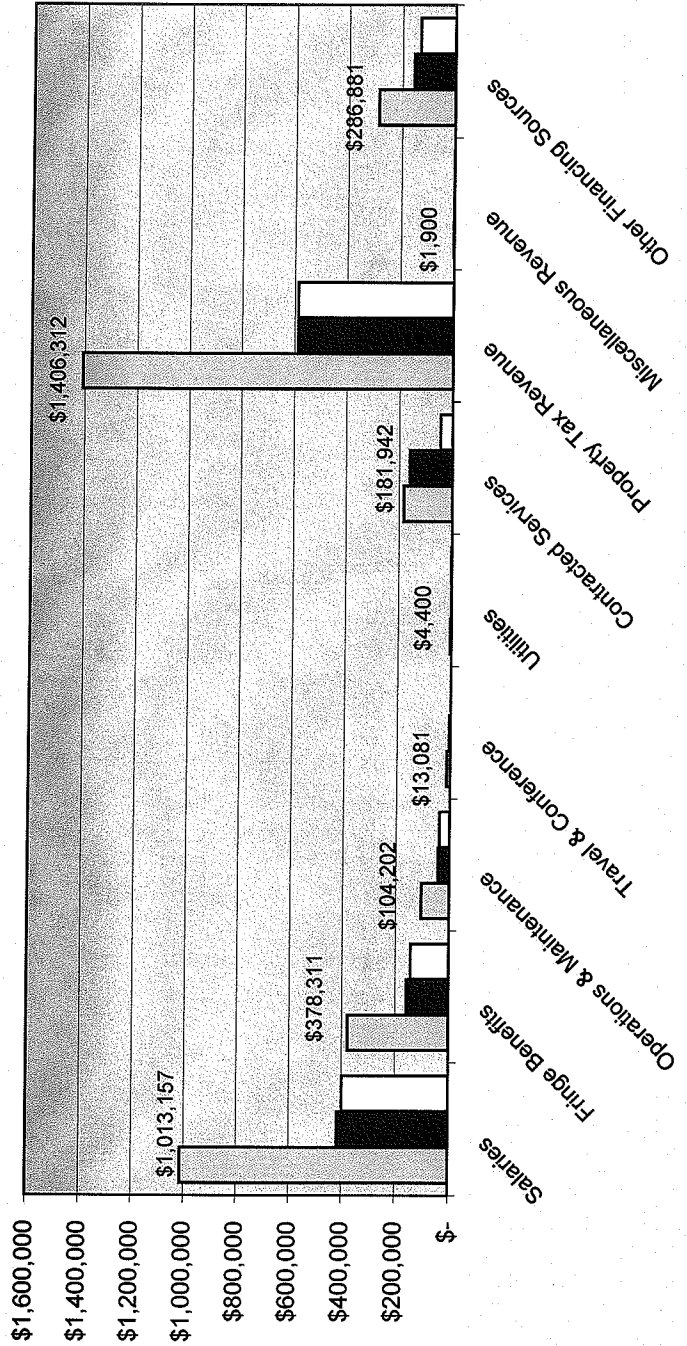
### HIGHLIGHTS:

Expenses: Year-to-date savings of \$33,509 in salaries and fringe due to vacancies. Year-to-date savings of \$114,093 in contracted services due to savings related to temporary help hired to assist with the implementation of the new ERP.

Revenues: Transfer in under other financing sources covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

## Administration May 31, 2009

■ Annual Budget  
■ YTD Budget  
□ YTD Actual



Brown County  
Information Services  
Budget Status Report

5/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 1,177,245	\$ 484,507	\$ 476,075
Fringe Benefits	\$ 536,597	\$ 223,344	\$ 188,854
Operations & Maintenance	\$ 1,629,438	\$ 765,901	\$ 713,818
Travel & Conference	\$ 44,600	\$ 18,583	\$ 7,474
Utilities	\$ 286,696	\$ 135,615	\$ 59,906
Contracted Services	\$ 272,915	\$ 165,465	\$ 24,308
Depreciation	\$ 389,903	\$ 162,460	\$ 172,353
Info Services Chargebacks	\$ 4,337,394	\$ 1,962,124	\$ 1,543,228
Miscellaneous Revenue	\$ -	\$ -	\$ 21,340

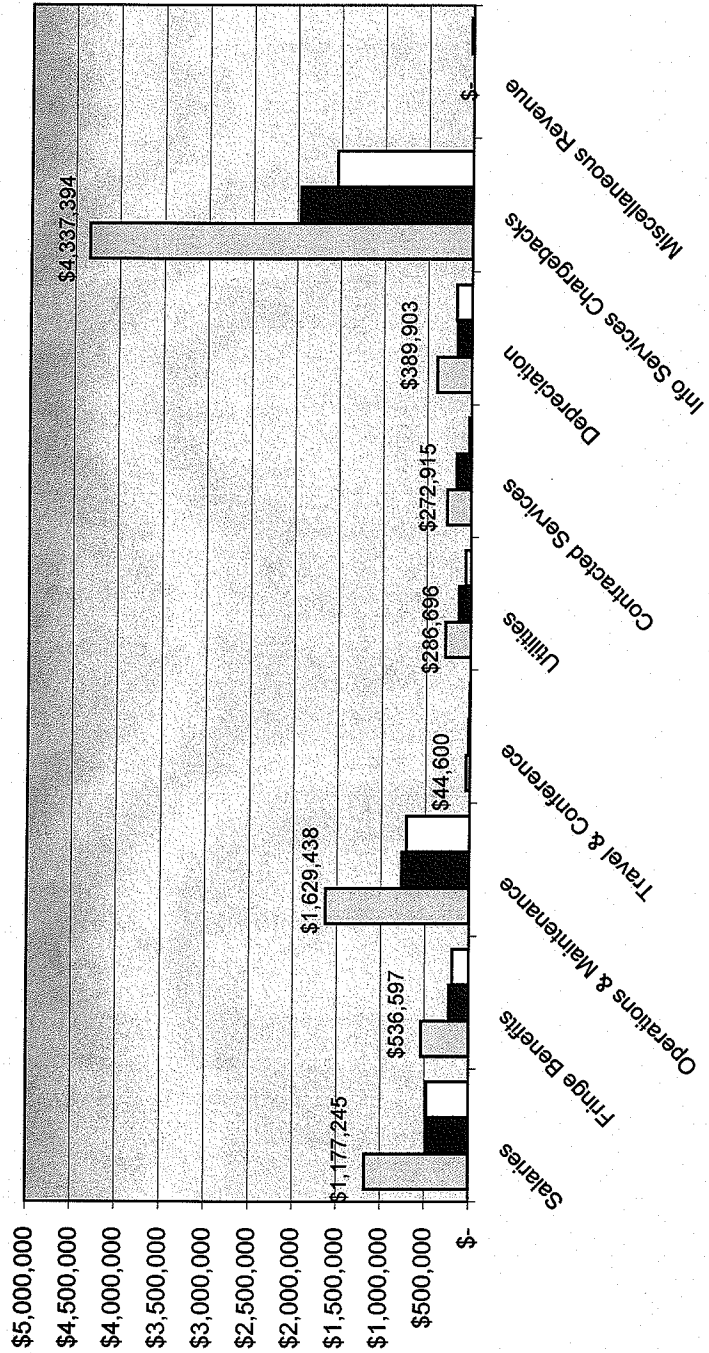
**HIGHLIGHTS:**

Expenses: Year-to-date savings of \$42,922 is seen in salaries and fringe. Savings of \$75,709 in utilities is due to upcoming charges related to the installation of new phone and internet services and the jail and Community Treatment Center.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

**Information Services  
May 31, 2009**

■ Annual Budget  
■ YTD Budget  
□ YTD Actual



**Brown County  
Facilities Management  
Budget Status Report  
5/31/2009**

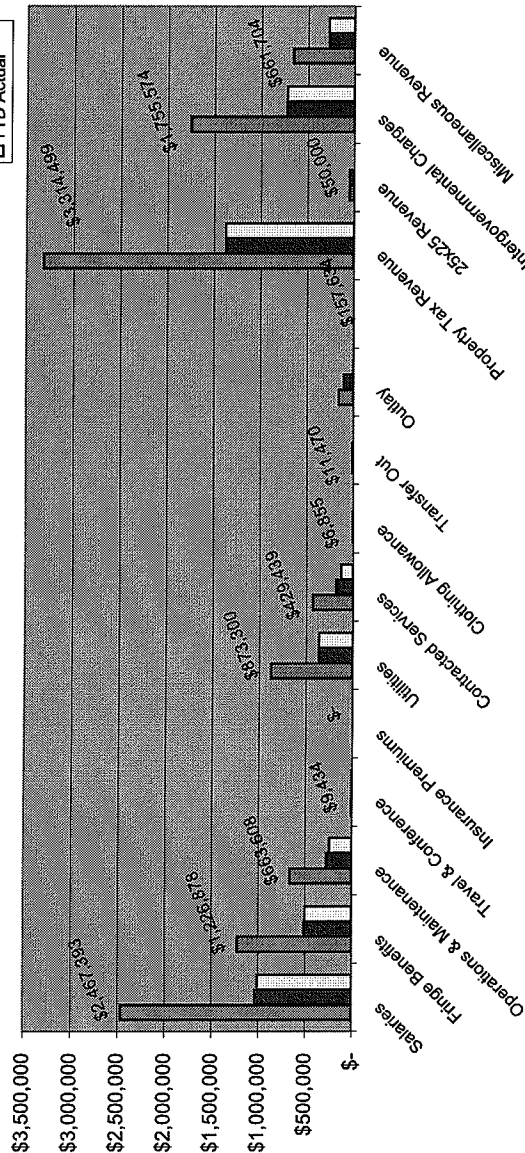
Salaries	Annual Budget	YTD Budget	YTD Actual
	\$ 2,467,393	\$ 1,038,872	\$ 1,011,341
Fringe Benefits	\$ 1,226,878	\$ 511,200	\$ 500,546
Operations & Maintenance	\$ 663,608	\$ 276,503	\$ 241,776
Travel & Conference	\$ 9,434	\$ 6,264	\$ 2,784
Insurance Premiums	\$ -	\$ -	\$ 741
Utilities	\$ 873,300	\$ 363,874	\$ 361,583
Contracted Services	\$ 429,439	\$ 178,933	\$ 127,297
Clothing Allowance	\$ 6,855	\$ 2,856	\$ 681
Transfer Out	\$ 11,470	\$ 11,470	\$ -
Outlay	\$ 157,634	\$ 103,150	\$ 1,394
Total Expenses	\$ 5,846,011	\$ 2,493,122	\$ 2,248,143
Property Tax Revenue	\$ 3,314,499	\$ 1,381,042	\$ 1,381,040
25x25 Revenue	\$ 50,000	\$ 50,000	\$ -
Intergovernmental Charges	\$ 1,755,574	\$ 731,489	\$ 724,826
Miscellaneous Revenue	\$ 661,704	\$ 275,710	\$ 276,290
Fund Balance	\$ 64,234	\$ 64,234	\$ 64,234
Total Revenues	\$ 5,846,011	\$ 2,502,475	\$ 2,446,390

**HIGHLIGHTS: Unaudited results**

Expenses: Expenses are \$244,979 under budget.

Revenues: Revenues are \$56,085 under budget.

**Facilities Management - May 31, 2009**



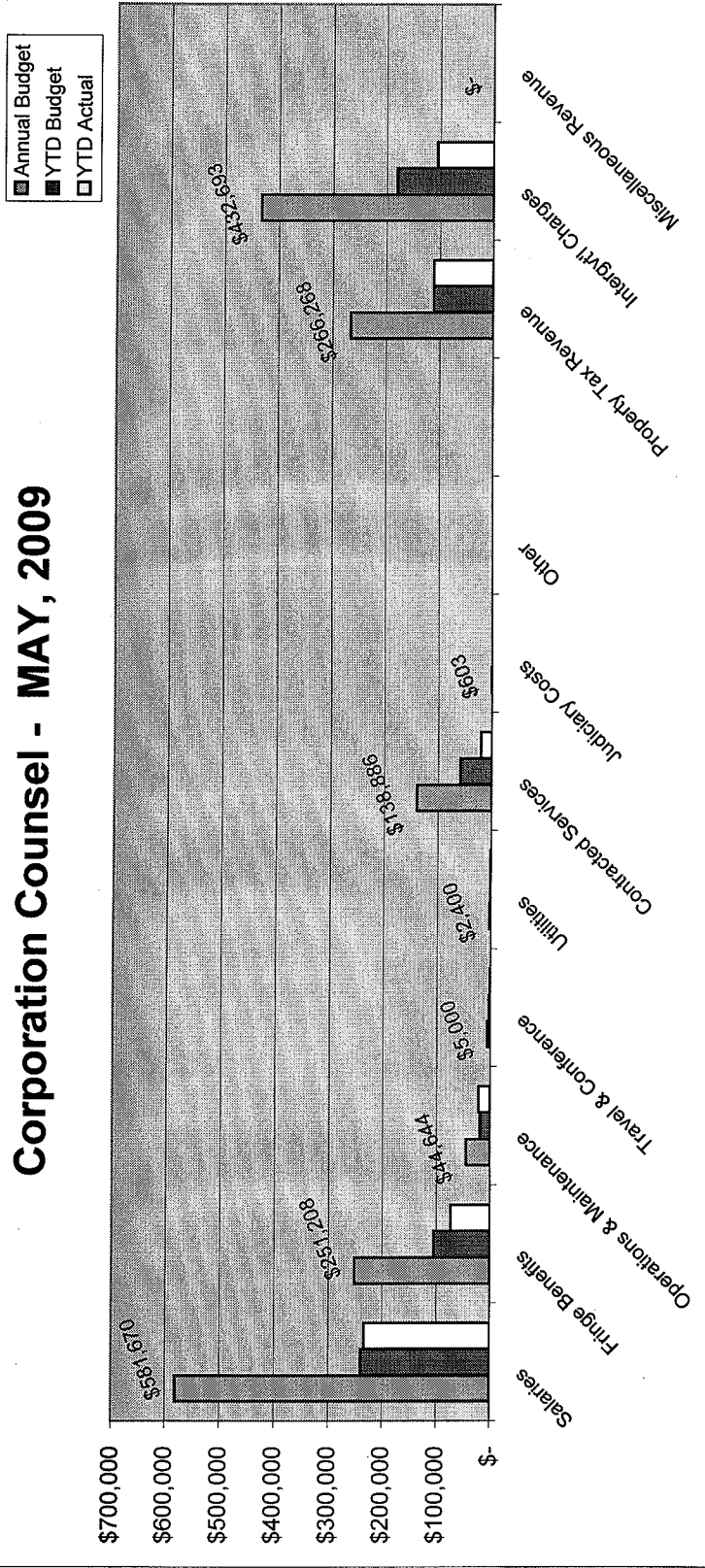
Brown County  
**Corporation Counsel**  
 Budget Status Report

5/31/2009

**HIGHLIGHTS:**

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 581,670	\$ 239,380	\$ 233,796
Fringe Benefits	\$ 251,208	\$ 104,672	\$ 72,976
Operations & Maintenance	\$ 44,644	\$ 18,601	\$ 21,694
Travel & Conference	\$ 5,000	\$ 2,083	\$ 1,410
Utilities	\$ 2,400	\$ 1,000	\$ 1,196
Contracted Services	\$ 138,886	\$ 57,868	\$ 20,128
Judiciary Costs	\$ 603	\$ 251	\$ 179
Other			
Property Tax Revenue	\$ 266,268	\$ 110,945	\$ 110,945
Intergvt'l Charges	\$ 432,693	\$ 180,288	\$ 105,283
Miscellaneous Revenue	\$ -	\$ -	\$ -

## Corporation Counsel - MAY, 2009



DEPT: 10-1601  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CORPORATION COUNSEL  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

PAGE: 0001  
DATE: 06/15/2009  
TIME: 09:26:33

.....C U R R E N T M O N T H.....				.....Y E A R T O D A T E.....			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET
EXPENDITURES							
63,933	67,116	3,183	REGULAR EARNINGS	215,512	239,380	23,868	581,670
5,796	0	(5,796)	PAID LEAVE EARNINGS	18,284	0	(18,284)	0
69,729	67,116	(2,613)	TOTAL SALARIES	233,796	239,380	5,584	581,670
5,128	20,924	15,796	FICA	17,170	104,672	87,502	251,208
7,597	0	(7,597)	ACCIDENT & HEALTH INSURANCE	32,241	0	(32,241)	0
181	0	(181)	LIFE INSURANCE	441	0	(441)	0
593	0	(593)	DENTAL INSURANCE	2,595	0	(2,595)	0
336	0	(336)	DISABILITY INSURANCE	1,606	0	(1,606)	0
2,662	0	(2,662)	RETIREMENT CREDIT	8,581	0	(8,581)	0
3,138	0	(3,138)	RETIREMENT	10,190	0	(10,190)	0
30	0	(30)	WORKERS COMPENSATION INSURANCE	152	0	(152)	0
19,665	20,924	1,259	TOTAL FRINGE BENEFITS	72,976	104,672	31,696	251,208
422	188	(234)	OFFICE SUPPLIES	1,301	938	(363)	2,250
228	0	(228)	SUPPLIES & EXPENSE	228	0	(228)	949
97	125	28	COPY EXPENSE	299	625	326	1,500
36	29	(7)	PRINTING	136	146	10	350
0	166	166	DUES & MEMBERSHIPS	30	833	803	2,000
208	125	(83)	POSTAGE	825	625	(200)	1,970
2,008	541	(1,467)	BOOKS, PERIODICALS, SUBSCRIPTION	4,323	2,703	(1,620)	675
2,540	2,439	(101)	INFORMATION SERVICES CHRG BCKS	11,045	12,200	1,155	2,177
105	105	0	INSURANCE CHARGEBACKS	526	526	0	18,236
0	0	0	EQUIPMENT NONOUTLAY	2,981	0	(2,981)	737
5,644	3,718	(1,926)	TOTAL OPERATION & MAINT.	21,694	18,601	(3,093)	(2,981)
0	416	416	TRAVEL, CONFERENCE & TRAINING	1,410	2,083	673	22,950
0	416	416	TOTAL TRAVEL & CONFERENCE	1,410	2,083	673	3,590
278	200	(78)	TELEPHONE	1,196	1,000	(196)	1,204
278	200	(78)	TOTAL UTILITIES	1,196	1,000	(196)	1,204
731	166	(565)	PAPER SERVICE-LEGAL	1,383	833	(550)	2,000
0	41	41	COURT REPORTER SERVICES	0	208	208	500
7,913	23,270	15,358	LEGAL SERVICES	70,650	116,350	45,700	279,241
(10,241)	(11,905)	(1,664)	LEGAL SERVICES - CONTRA	(51,905)	(59,523)	(7,618)	(142,855)
(1,597)	11,572	13,170	TOTAL CONTRACTED SERVICES	20,128	57,868	37,740	138,886
							118,758

DEPT: 10-1601  
CONTROL: POST/01  
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FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
CORPORATION COUNSEL  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING MAY 31, 2009

PAGE: 0002  
DATE: 06/15/2009  
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CURRENT MONTH				YEAR TO DATE			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	
0	41	41	TRANSCRIPTS	0	208	208	
144	9	(135)	WITNESS FEES	144	43	(101)	500
35	0	(35)	WITNESS FEES - DA - TRAVEL	35	0	(35)	103
179	50	(129)	TOTAL JUDICIARY COSTS	179	251	72	0
93,898	103,996	10,099	GRAND TOTAL EXPENDITURES	351,379	423,855	72,476	603
							424
							673,032
			REVENUES				
22,189	22,189	0	PROPERTY TAXES	110,945	110,945	0	266,268
22,189	22,189	0	TOTAL TAXES	110,945	110,945	0	266,268
0	27,084	27,084	GAL FEES	123,652	135,417	11,765	325,000
0	38	38	LEGAL FEES	32	188	156	450
0	27,122	27,122	TOTAL PUBLIC CHARGES	123,684	135,605	11,921	325,450
0	1,000	1,000	REVENUE FROM MUNICIPALITIES	0	5,000	5,000	12,000
28,245	24,632	(3,613)	IV-D CHARGE BACK	105,283	123,163	17,880	295,592
0	10,425	10,425	IV-E CHARGE BACK	0	52,125	52,125	125,101
28,245	36,057	7,812	TOTAL INTERGOVTL CHARGES	105,283	180,288	75,005	432,693
50,434	85,368	34,934	GRAND TOTAL REVENUES	339,912	426,838	86,926	1,024,411
							684,499

